



## PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400

---

### JOB DESCRIPTION: Accounting Specialist

**First Consideration will be given to members of the Collective Bargaining Unit (OPEIU 8)**

**Job Title:** Accounting Specialist

**Reports to:** Finance Director

**Rate of Pay:** \$18.17 - \$31.97

**Closing Date:** 4:30pm May 27, 2023 for first consideration to members of the Collective Bargaining Unit

#### NATURE OF WORK

##### General

This is a non-exempt position in the Finance Department of Pierce County Housing Authority. Under general administration of the Finance Director, the Accounting Specialist is responsible to complete and administer accounting and business transactions. The Accounting Specialist is also responsible for the administrative recordkeeping and the related recording of financial transactions *related to capital assets* as well as administrative recordkeeping and the related recording of financial transactions for *local, state and federal capital and operating grants*.

##### Specific

Under administrative direction, performs work of moderate complexity, coordinating and/or performing accounting activities of the Authority; and other functions.

##### Examples of Other Related Work (Illustrative Only)

The following functions may be performed manually or in computerized form in conjunction with the above described items.

- Accounts payable (receiving, sorting and redirecting invoices for approval, reviewing supporting documents, coding, budget tracking, data entry, matching invoices to checks)
- Receive/receipt payments, and post to the receipt ledgers (receive physical payment instruments and electronic payments, bank deposits, post to accounts)
- Conducts activities to prepare and record journal entries to the general ledger, audit/edit reports and entries, and post to general and subsidiary ledgers
- Compile, prepare and report information, data, and/or statistics
- Regular reliable attendance is an integral component of this position
- Disseminates general information in a support capacity to other personnel Conduct physical inventory of various types of equipment, supplies, materials which may include but is not limited

to appliances, tools, vehicles, maintenance supplies, groundskeeping equipment, computers, office furniture

- Conduct physical inspection/verification of assets
- Other duties as may be assigned relating to the fiscal activities of the Authority.

**This description was prepared to indicate the kinds of activities and levels of work difficulty required. It is not intended as a complete list of specific duties and responsibilities.**

## RECRUITING REQUIREMENTS

### Minimum

- High school graduate; **and**
- Individual with at least three years of progressively responsible accounting experience, which must have included at least one year of recordkeeping and administration of local, state and federal capital and operating grants; and at least one year of recordkeeping and administration of capital assets;
- **and**
- Must be an *advanced* Excel user; **and**
- Must be *intermediate* Word user; **or**
- Any equivalent combination of related education, training and experience, which would demonstrate to the Authority's satisfaction, the ability to perform the work.

### Knowledge, Skills and Abilities

- Previous financial data-processing experience is mandatory.
- Demonstrated proficiency in typing 40 words per minute
- Demonstrated advanced level experience in computerized spreadsheet tasks using Excel

### This position will require:

- Comprehensive knowledge or ability to quickly learn GAAP, GASB, FASB, CFR's, and RCW's; budget preparation and control; accounting and reporting policies and practices of general proprietary and fund accounting; HUD accounting and audit practices for the Low-Income Public Housing Program, Section 8 Rental Assistance Programs, Rural Development Rental Assistance Programs, Rural Development Loan Program;
- Considerable ability to learn systems and requirements for establishing and maintaining subsidiary ledgers, journals and statements; good knowledge of public administration and office practices;
- Excellent oral and written English language communication skills.
- Ability to comprehend and implement complex rules and regulations pertaining to financial administration;
- Ability to evaluate and interpret income receipt and expenditures and to relate information to budgetary status and limitations;
- Ability to perform complex arithmetical computations.
- Ability to use in-house computerized financial and management information systems.
- Demonstrated skill in current MS Office software.
- Skill to develop and maintain harmonious relationships with coworkers, the public, and with Authority officials; high regard and ability to meet schedules and deadlines;
- Skills in planning and organizing work and excellent ability to work independently with minimal direction;
- Skill in evaluation and interpretation of policy, procedure, rules and regulations and to apply the knowledge acquired to the financial practices of the Authority.
- Attendance is an integral component of this position.
- Union membership is required within 30 days of permanent employment.

## **SELECTION PROCEDURE**

This is a competitive selection process. Those applicants whose qualifications most closely correspond to the position requirements will be eligible for further consideration and testing. Short notice may be given to applicants to participate in further selection processes, usually by telephone. This section of the Collective Bargaining Agreement applies: **Section 9.1 Application of Seniority**. If two (2) or more employees have substantially the same qualifications, seniority shall be observed in promotions, layoffs, transfers and rehires.

## **WHERE TO APPLY**

If interested in applying for this position, please submit a job application with a resume to:

Tammy Moter  
Director of Finance  
603 Polk Street S, Building A  
[tmoter@pchawa.org](mailto:tmoter@pchawa.org)