



11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.pchawa.org

JOB DESCRIPTION

ACCOUNTING SPECIALIST

POSITION OVERVIEW:

JOB TITLE:	Accounting Specialist
REPORTS TO:	Controller
RATE OF PAY:	\$22/hr.- \$35/hr., DOE HPC Benefits Package
SHIFT/ SCHEDULE:	Hourly, Non-Exempt Union Position
CLOSING DATE:	Open Until Filled

The mission of Housing Pierce County (HPC) is to provide safe, decent, affordable housing and economic opportunity free from discrimination. HPC is a quasi-governmental agency created in 1978 by the Pierce County Council. Although the County Executive appoints and the Council approves HPC's Board of Commissioners, HPC is not a part of the County Government. We operate as both a Public Housing Authority under contracts with the U.S. Department of Housing and Urban Development (HUD) and a mission-driven business enterprise under our own purview with the mandate to expand access to affordable housing in Pierce County. The Board and staff strive to make meaningful, lasting differences in the lives of our participants and community we serve.

GENERAL DUTIES:

The Accounting Specialist is a non-exempt, union/bargaining position in the Finance Department of Housing Pierce County. Under general administration of the Controller, the Accounting Specialist is responsible for completing and administering entry level accounting and business transactions. The Accounting Specialist is also responsible for the administrative recordkeeping and the related recording of financial transactions related to administrative recordkeeping and the related recording of financial transactions for local, state, and federal capital and operating grants.

This position is part of a Collective Bargaining Agreement with Office and Professional Employees International Union (OPEIU) Local 8.

ESSENTIAL FUNCTIONS:

The following functions may be performed manually or in computerized:

- Perform a variety of responsible accounting duties; prepare and process a variety of financial, statistical, and accounting documents, records, and materials; maintain financial records related to assigned accounts and coordinate with other accounting, purchasing, human resources, housing, and maintenance/construction functions.

- Analyze accounts, research invoices for payments, prepare adjusting entries, process check requests and perform other posting and reconciling functions for assigned programs, grants, accounts, and departments.
- Coordinate with HPC personnel, vendors, and banks to research status of accounts and discrepancies, to correct errors and resolve issues and to obtain or exchange financial information; receive and respond to calls from vendors, banks, the general public, auditors, and HUD representatives.
- Analyze tenant accounts and coordinate with property management and collections for delinquencies and bad debt, process receipts, and research payments.
- Review and ensure financial receivable related transactions and records are processed and maintained in compliance with federal, State and HUD-EIV rules, and regulations, and ensure HPC policies and procedures are followed; assure compliance with internal control and audit requirements.
- Responsible for maintaining a systematic filing of AP/AR documents.
- Participate in the development and implementation of goals, work plans, performance measures, and continuous improvement of service delivery to assist in attaining the unit/program/department initiatives and goals, agency core strategies, and mission through a spirit of service, teamwork, and respect. Work respectfully and courteously with other employees, residents, and the general public. Follow direction and work well under pressure.
- Attend all required training and safety meetings; use, maintain and replace assigned personal protective equipment; report all injuries and illnesses to supervisor immediately; complete and submit incident/accident reports as required; report hazardous conditions or unsafe work practices to supervisor, and follow all safety and health guidelines, practices, policies, and procedures.
- Compile, prepare and report information, data, and/or statistics.
- Other duties as may be assigned relate to the fiscal activities of the Authority.
- **NOTE:** This job function describes primary duties only. It is not to be considered a detailed listing of all required tasks.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Comprehensive knowledge or ability to quickly learn Generally Accepted Accounting Practices (GAAP), Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), Code of Federal Regulations (CFR), and Revised Code of Washington (RCW); 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 organize, coordinate, and oversee a variety of complex budget and accounting functions including operation and capital budgets.
- Ability to perform complex arithmetical computations.
- Ability to use in-house computerized financial and management information systems.
- Demonstrated skill in current Microsoft Office software.
- Yardi software.

- Skill to develop and maintain harmonious relationships with coworkers, the public, and with HPC 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 HPC.
- Ability to work effectively and positively with individuals of diverse racial, cultural, gender-identities, physical and mental abilities, limited-English, and socioeconomic backgrounds.
- Ability to maintain proprietary information in a confidential and professional manner.
- Proven ability to understand and execute oral and written instructions and policies.
- Attendance is an integral component of this position.

MINIMUM REQUIREMENTS:

- **EDUCATION:** A minimum of a High School diploma or equivalent
- **EXPERIENCE:** At least three (3) 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. Must be an advanced Excel user and must be intermediate Word user.
- **LICENSES AND OTHER REQUIREMENTS:** Valid Washington Driver's License with an insurable driving record. Consent to and pass criminal record background check in accordance with position requirements, including but not limited to HUD guidelines.

PREFERRED QUALIFICATIONS:

- College degree, Associate's, or Bachelor's degree, with major course work in Accounting, Business, or related field. Directly relevant experience will be considered in lieu of required degree.

WORKING CONDITIONS:

- **ENVIRONMENT:** Work is performed in an office and housing site environment. The incumbent will use standard office equipment including personal computers, telephones, copiers, and related equipment.
- **WORK SCHEDULE:** Keep office hours sufficient to serve the public and manage staff; Monday through Thursday (10-hour shifts), or Monday through Friday (8-hour shifts), and some weekends and holidays if the need arises.
- **PHYSICAL ABILITIES:**
 - Sitting, standing, or walking for extended periods of time.
 - Dexterity of hands and fingers to operate a computer keyboard and calculator.
 - Ability to read and comprehend various data both on paper and computer screen.
 - Ability to effectively exchange information and make presentations.
 - Ability to conduct site visits.
 - Bending at the waist to retrieve materials.
 - Ability to lift, carry, and transport material up to 25 pounds
 - ADA reasonable accommodation requests will be granted full consideration.
- **HAZARDS:** Contact with dissatisfied, rude, or frustrated individuals

BENEFITS:

In addition to your base wage, HPC provides generous benefits which include but are not limited to the following:

- Annual retention, lump sum bonus of 4% of wages based on regular straight time compensation paid for hours worked in the year prior on your anniversary date.
- Holidays - 12 paid holidays immediately and two additional floating holidays after completion of your first year.
- 3% general cost of living annual increase on your anniversary date (through June 2026).
- Health insurance – 100% premium coverage for employee and entire family if Uniform Medical Plan (UMP) chosen; if another plan is chosen HPC still pays 100% of employee premium and the UMP premium equivalent for family and then employee pays the difference.
- Personal time off includes vacation at the rate of 3.07 hours per pay period for regular full-time employees starting from first employment day as well as sick leave accruals at a rate of 4.0 hours per pay period, and increasing with longevity.
- HPC provides, at its own expense for each full-time employee, group-term life insurance equal to the employee's annual base salary.
- Participation in Washington State Department of Retirement Systems (DRS).
- Should you elect to participate in the Washington State Deferred Compensation Program, after the completion of your new hire probationary period of one year, HPC will match your contribution to a maximum of 6% of your base salary.

Please note, HPC does not participate in Social Security, so no funds will be paid to that federal system by HPC or yourself. However, all HPC employees become part of the Washington State Public Employees Retirement System (PERS). In lieu of participating in Social Security, as stated above, after one (1) year you may elect to participate in Washington State Deferred Compensation Program, at which time HPC will match your contribution to a maximum of 6% of your base salary.

EQUAL OPPORTUNITY:

Housing Pierce County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected classes in local, state, or federal employment laws.

APPLICATION REQUIREMENTS AND PROCESS:

- Submit both a one-page cover letter and resume.
 - Cover letter needs to address how your experience and education and/or training qualifies you to perform the essential functions listed in the job description.
 - Resume should detail all education and experience that qualifies you for this position.
- **SUBMIT:** Email cover letter and resume as attachments to HumanResources@pchawa.org with SUBJECT Line of "Accounting Specialist– Your Last Name, Your First Name"
OR mail to:
 - Human Resources
 - 11515 Canyon Rd E,
 - Puyallup, Washington 98373
- Questions may be addressed to:
 - Ney Calhoun, Human Resources Manager
 - humanresources@pchawa.org
 - 253-620-5420
- **DUE DATE:** Open until filled.