

## **HOUSING RESOURCES, INC. JOB DESCRIPTION**

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**JOB TITLE:** Finance Assistant- FT

**DEPARTMENT:** Operations

**REPORTS TO:** Director of Operations

**DATE:** September 20, 2021

**STATUS:** Non-Exempt

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**DIRECT REPORTS:** None

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### **BASIC PURPOSE:**

The Finance Assistant is responsible for reviewing client files, tracking allocations and payments, processing client assistant/landlord check requests for Housing Resources, Inc. (HRI) related to COVID-19 funding. These activities are to be accomplished within the framework of Housing Resources, Inc. policies and procedures under the overall direction of the Associate Director.

### **PRINCIPAL ACCOUNTABILITIES:**

1. Conform to all Generally Accepted Accounting Principles (GAAP) and accounting policies and procedures of Housing Resources Inc.
2. Ability to review client files for all required supporting documentation, justify income calculations, ledger balances, FMR's, AMI thresholds and award amounts. Maintain spreadsheets for client allocations and total award payments.
3. Review all client assistance checks requests for accuracy, proper completion, signatures and correct attached documentation.
4. Enter approved check requests into Financial Edge Accounting Software. Cut checks as instructed and prepare for signing. Receive signed checks back, prepare for mailing and complete processing.
5. Support the grant reporting activities related to the designated funding sources.
6. Coordinate accounting requirements with monitoring program goals and procedures, assisting with budget reporting.
7. Prepare and maintain written procedures for specified accounting functions.
8. Verify vendor form W-9's and updated vendor tracking spreadsheet.
9. Work with independent accounting firm, funders and auditors as requested.

10. In the event of staff absences (i.e., paid time off, medical leaves of absence), will perform additional responsibilities as necessary to meet department and/or Agency outcomes and objectives. Execute cross-training/back-up processes to meet on-going direct client services to accomplish the Agency's mission to support housing need.
11. Must have the ability to exercise considerable judgment and discretion in establishing and maintaining good working relationships with participants in the agency's services, agency staff and program supervisors.

**POSITION SPECIFICATIONS/SCOPE:**

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Minimum of two years accounting-related experience required. Computer knowledge and experience required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Manages conflict and acts in an assertive manner.

Works with a diverse group of people.

Ability to maintain confidentiality.

Ability to communicate well both orally and in writing.

Must perform responsibilities efficiently and independently in a deadline-driven environment.

Ability to maintain a compassionate and professional manner.

Professional work and punctuality habits are necessary to accomplish organizational goals.

**EQUIPMENT USED:**

General office equipment, network-based computer, calculator

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EMPLOYEE: \_\_\_\_\_ DATE \_\_\_\_\_

MANAGER: \_\_\_\_\_ DATE \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.