

**HUDSON HOUSING AUTHORITY
HUDSON MA 01749**

JOB DESCRIPTION

Position Title: Bookkeeper/Administrative Assistant (Updated 09/2020)

Rate of Pay: Hourly/To Be Determined

Hours Worked: 37.5 per week

General Statement of Duties and Responsibilities: Provide a wide range of administrative support to the office in order to facilitate efficient operation. Duties include accounts payable, accounts receivable, payroll and reporting of information to regulatory agencies. Administer employee benefits. Maintain housing program applications and waitlists. Project a professional company image through in-person and telephone interaction as the first point of contact for the HHA administrative office.

Supervision Received: Receives work assignments from the Executive Director and in the Executive Director's absence, the Assistant Director.

Supervision Given: May make limited supervisory decisions in the absence of the Executive Director and/or Assistant Director.

Duties and Responsibilities include but are not limited to:

- Performs a variety of bookkeeping tasks under the supervision of the Executive Director with guidance provided by a professional accountant.
- Responsible for Accounts Payable with duties to include checking vendor's invoices and vouchers, allocation of costs to proper accounts and paying of all bills.
- Posting of receipts and disbursements to journals; Maintains a variety of ledgers.
- Prepares monthly financial statements for Board Meetings.
- Monitor Authority bank accounts; transfer money as instructed by Executive Director and/or Authority's fee accountant
- Responsible for bi-weekly payroll making certain that payroll deductions are proper, payroll charges are obligated to proper accounts and payroll rates are those authorized by the Agency.
- Monitor all personnel benefits, including tracking of employee paid and unpaid time off
- Responsible for maintaining personnel files.
- Group Insurance Commission coordinator for agency.
- Enrolls new employees and submits necessary forms for present employees in various benefit accounts including but not limited to health insurance, long term disability, short term disability, Asiflex (HCSA), and life insurance programs.
- Responsible for issuing W-2 and 1099 Statements.
- Responsible for computing payment to Middlesex Retirement System and maintaining file(s)
- Rent Collection: collect rent and other payments from tenants; issue receipts, where required
- Prepare all tenant rent deposits and properly post deposit batches to housing software
- Process all applicable charges to tenants in housing software according to Authority policies, including but not limited to late rent fees (state), after-hours lock-out fees, and key fees
- Maintain Tenant Accounts Receivable
- Responding to inquiries from the public and providing information about the organization and housing programs; Explain programs and procedures to those who are applying for housing
- Receive applications and enter applications into housing software data base

- Maintain ledgers for state-aided and federally aided programs, where applicable; Maintain Control Lists (wait lists) for state-aided and federally aided programs
- Assign Control Numbers to applicants and determine initial eligibility/ineligibility; Prepare and send letters of initial eligibility and receipts to applicants
- Generate work orders and notify maintenance staff of any emergency work orders immediately
- Process completed work orders in PHA-Web housing software; maintain open work order list(s)
- Maintain physical asset inventory lists
- Receive and sort incoming mail for distribution, time and/or date stamp
- Maintain safe and clean reception area by complying with procedures, rules and regulations with respect to privacy and confidentiality
- Greeting visitors and answering the phone in a professional and friendly manner
- Assist with public housing annual rent recertifications; reports to Assistant Director
- Assist with day-to-day operations and Other duties as assigned by Executive Director

Qualifications and Entrance Requirements:

- Associate’s degree preferred; high school diploma or equivalent required
- Superb telephone and verbal communication skills
- Minimum of three (3) years bookkeeping experience
- At least 6 months phone experience in an office environment
- Possess high level of proficiency in typing skills, computer and word processing and data management, operation of office equipment and proofreading.
- Strong organizational, analytical and problem-solving skills required.
- Must have strong attention to detail and a high level of accuracy
- Maintains a high degree of confidentiality, as required.
- Ability to work with peoples of varying socio-economic backgrounds
- Ability to use standard office equipment (i.e., fax machine, copier, postage machine, typewriter)
- Professional Attitude and ability to work in public housing environment

Physical Requirements:

Manual: Motor Coordination – ability to accurately reach, feel or handle equipment used in daily routines.

Finger Dexterity: ability to pick, pinch or otherwise work with fingers.

Manual Dexterity: ability to seize, hold, grasp, turn or otherwise work with hands.

Sedentary work: Ability to perform administrative functions.

Equipment Used:

Computer, housing software, fax machine, copier, shredder, scanner, typewriter, and other Hudson HA office equipment.

Work Schedule:

Work hours are 37.5 hours per week, Monday – Friday 8:30 a.m. – 4:30 p.m.

Communication:

Ability to carry on effective communication with staff, the Board, residents, and regulatory agencies. Ability to write effectively and to issue clear and concise instructions. Ability to make accurate arithmetic calculations. Ability to prepare clear and concise reports. Familiarity with HUD and DHCD regulations.

Employee Benefits:

Refer to Personnel Policy.