

**YOLO COUNTY HOUSING
FINANCE SPECIALIST I/II**

**FINANCE SPECIALIST I
FINANCE SPECIALIST II**

*Class specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform paraprofessional accounting, administrative work and technical duties in support of the Finance Department, to perform personnel related duties including payroll processing, maintenance of payroll records, accounts payable and/or accounts receivable as assigned by the Senior Accountant and/or the Finance Director.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Senior Accountant and Finance Director.

ESSENTIAL FUNCTION STATEMENTS – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Performs a variety of responsible paraprofessional and technical assistance in the administration and implementation of the Agency's accounting functions including accounts receivable, accounts payable and payroll.
2. Maintains and reconciles a variety of ledgers, reports and accounting records, examine and correct accounting errors; prepare and adjust journal entries; ensure accuracy and completeness of work.
3. Performs payroll duties; reconcile payroll data and reports; prepare and process payroll including taxes, deductions and fringe benefits; perform quarterly and year end payroll functions.
4. Performs duties in support of tenant rent accounts, post cash deposits, maintain tenant rent and utility accounts and reconcile tenant rent accounts. Maintain third-party invoicing.
5. Audits accounting documents and payments to ensure accuracy of information and calculations; ensure proper authorization and compliance with Agency's agreements and policies.

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6. Monitors accounts receivable and review cash receipts from housing programs; audit cash receipts; train other staff in accounts receivable functions as necessary or as directed by the Senior Accountant and/or Finance Director.
7. Assists in the preparation of year-end closing, budget adjustments and financial reporting; prepare financial analysis as requested.
8. Performs personnel related duties, such as enrolling new employees in health benefits, vision, and union dues deduction, if applicable.
9. Performs duties in support of data processing including file security and minor trouble shooting of computer equipment.
10. Personally perform professional accounting entries for the department.
11. Assists in the coordination, preparation and analytical review of monthly financial reports.
12. Insures timely recording of financial transactions.
13. Responds to questions from other departments as appropriate.
14. Adheres to appropriate internal controls for department, provides mechanisms to monitor and enforce compliance.
15. In accordance with Government Code 3100, perform the duties as disaster services worker as assigned in the event of a declared disaster or state of emergency by the Yolo County Housing Executive Director, Yolo County OES and/or the State of California DHS.
16. Perform all duties in a safe and conscientious manner following the YCH Injury Illness and Prevention Guidelines, reporting all injuries within 24 hours to your supervisor or member of the management team; reporting any safety concerns to your supervisor, member of the management team, or member of the YCH safety committee.
17. Abide by the YCH Risk Control Policy Statement assuring the highest level of safety and well being of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employing risk control methods where feasible to prevent and control losses. Report any observed or reported health, safety, and risk concerns to your supervisor, a member of the management team, or member of the YCH risk control committee.

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18. Perform related duties and responsibilities as required and/or assigned.

QUALIFICATIONS

Knowledge of:

- Current and relevant Generally Accepted Accounting Principles and Governmental Accounting Standards Board policies and procedures.
- Methods, practices and terminology used in public sector accounting.
- Principles and practices of accounting for housing and community development activities, including asset management.
- Pertinent Federal, State and local codes, laws and regulations.
- Rules and regulations governing payroll.
- Modern office procedures.
- Principles and procedures of financial record keeping and reporting.
- Methods and techniques of posting, balancing and reconciling financial data, ledgers and accounts.
- Ability to assist in preparing reports for year-end budget.

Ability to:

- Maintain a variety of accounting records.
- Establish and maintain effective working relationships with co-workers.
- Assist in the annual and special audits.
- Perform other accounting duties as assigned.
- Perform a variety of technical accounting and personnel support duties.
- Perform administrative and financial bookkeeping.
- Research and compile financial and personnel data.
- Operate office equipment including computers and supporting word processing and spreadsheet applications such as Microsoft Office and Google Business Applications,
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written instructions.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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Experience:

One year of professional or technical level of accounting experience, preferably in governmental or public agency setting is required for the Finance Specialist I position. Demonstrated proficiency in preparation of spreadsheets and narrative reports.

Training:

Equivalent to an Associate degree with course work in accounting, business administration or a related field. The general distinction between the Finance Specialist I and II positions are summarized as follows:

	Finance Specialist I	Finance Specialist II
Experience	1 year para professional level accounting/auditing in governmental public/non-profit setting	2+ plus years para professional level accounting or auditing experience in governmental or public/non-profit setting
Education	Associates degree with course work in accounting or a related field	Associates degree with course work in accounting or a related field B.S. in Accounting, or Business with course work in accounting, can be substituted for one year of experience

Physical Demands:

Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time in both indoor office and external office/housing environment. Have the hand strength and manual dexterity to operate keyboard equipment. Must be able to stretch, bend, and lift up to 25 pounds and climb stairs. Reasonable accommodations for physical requirements will be considered and made on a case-by-case basis. Requests for reasonable accommodations can be made to your supervisor or the Resource Administrator.

Special Requirements:

- Must have access to an automobile or other means of transportation, when and if required to travel on YCH business.

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- Must possess current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the YCH insurance company.
- Must be insurable by YCH insurance carriers.
- Be available for emergency call-back to assigned facilities as a disaster service worker.
- Provide required proof of legal right to work in the United States.
- Public employees under Government Code 3100-3109 are required to perform duties as disaster service workers in the event of a natural, man-made, or war-caused emergency. To prepare for this service, employees in this classification code are required to complete, at a minimum, NIMS 100 Certification within their first year of employment.

Yolo County Housing is an equal opportunity employer.