WALLA WALLA HOUSING AUTHORITY

POSITION OUTLINE

Position Title: Accounting Intern
Reports To: Controller

Name of Incumbent:
Outline Revised Date: 06/01/2017

MISSION STATEMENT

The Walla Walla Housing Authority creates housing choices and energizes neighborhoods while focusing on providing opportunities for low to moderate income families to prosper with dignity and respect.

VISION STATEMENT

The Walla Walla Housing Authority effectively increases housing options and partnerships to create healthy communities where people choose to live, work and play.

CORE VALUES:

Respect – Integrity – Compassion – Commitment – Fairness – Community – Trust – Quality

WORK ENVIRONMENT:

The position incumbent works in an office environment and field sites.

PHYSICAL: Work is generally performed in an office, but on occasion, may run errands or visit field sites. Essential and marginal functions may require maintaining physical condition necessary for climbing stairs, walking, bending, crawling, crouching, and sitting or standing for prolonged periods of time.

MENTAL: The incumbent must be capable of working closely and cooperatively with other people, both within and outside the organization.

ENVIRONMENTAL: Office environment; exposure to computer screens; Field conditions include driving and being exposed to outdoor environmental elements.

JOB SUMMARY:

This part-time intern position assists in the performance of accounts payable and receivable functions for the Authority using a computerized accounting system. Interns will assist in processing payables accurately and timely; ensuring all proper support documentation accompanies purchase order/invoice for payment. Assist with tracking and engaging in assertive collection procedures for monies owed to the WWHA to include repayment agreements, reminder telephone calls and letters, pay or vacate notices, termination notices, and other methods to ensure 100% collections.
Employee Classification: Intern: part-Time
Department of Labor Classification: Non-exempt

SUPERVISION EXERCISED:

Supervisory responsibility is not a function of this position.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

The following represent the major essential and secondary duties of the position; however they are not intended to be all-inclusive. The Housing Authority reserves the right to change, reassign, or combine job duties at any time.

ESSENTIAL JOB FUNCTIONS:

1. Assist with accounts payable functions for the Authority, with duties including:
   - Receive invoices, reconcile with purchase orders, enter into Yardi Voyager and process eventual payment.
   - Review Work Order payables for reasonableness; post payables. Prepare regular batch posting for review and posting to general ledger, as coordinated with the Accountant and subsequent approval by the Controller.
   - Prepare 1099’s as prescribed by law or regulation and ensure their accuracy.
   - Reconcile postage meter readings and order postage; monitor credit card usage; etc.
   - Control the custody, use, and record of petty cash.
   - Process payments for rent assistance, portability payments, and weekly landlord payments; includes ACH payments and checks; subsequent to approval.
   - Prepare electronic payments and payment advices, and ensure prompt receipt.
   - Track and maintain monthly log of utility consumption.
   - Prepare appropriate statements for mailing when applicable or as authorized.
   - Maintain accounts payable files and archives and perform weekly filing.

2. Assist with accounts receivable functions for the Authority, with duties including:
   - Tracking and engaging in assertive collection procedures for pay or vacates, reminder letters and other methods to ensure collections pursuant to established collection procedures.
   - Reconcile daily receipts with deposit slips.
   - Generate list for potential tenant Pay or Vacate; 14-Day Demand, and Repayment Agreement Delinquency notices for review/mailing by the Compliance Specialist.
   - Perform remote deposit of posted receipts on a daily basis. Ensure delivery of cash directly to bank within twenty-four (24) hours of receipt.
   - Review Work Order charges for reasonableness; post tenant charges; generate tenant invoices as authorized by the Compliance Specialist.
   - Process tenant move-outs; generate settlement statement as authorized by the Compliance Specialist.
   - Generate various reports.
   - Maintain accounts receivable files and archives and perform weekly filing.
3. Assist with Internal Controls, with duties including:
   - Assists in evaluating existing accounting systems to ensure tight controls and help identify needs for new or revised accounting systems or procedures.
   - Assists in developing, implementing and maintaining fiscal procedures in accordance with WWHA, HUD and State policies.
   - Maintains appropriate file system for the Finance Department.

4. Provide support to the Finance Department.

5. Perform other essential duties and tasks as assigned.

6. This position is required to fulfill a scheduled 10-12 hour workweek. WWHA is supportive of educational endeavors and works with student schedules to allow for successful course completion.

SECONDARY JOB FUNCTIONS:

All duties of this position are considered to be essential.

SERVICE OBJECTIVE: Responsibilities to Citizens and Taxpayers

- Courteous and respectful.
- Responsive to citizen requests.
- Performs job in a professional and ethical manner.

SUPPORTIVE WORK ENVIRONMENT:

- Treat co-workers with respect.
- Support a positive work environment.
- Communications.
  a. Keep others informed of work issues and programs by maintaining quality communications.
  b. Work to resolve issues of conflicting personalities and needs.

ORGANIZATION IMPROVEMENT:

- Commitment to a philosophy of quality.
- Display initiative to resolve problems, capitalize on opportunities in the job and assist co-workers when possible.
- Cost-effective use of WWHA’s resources.

QUALIFICATIONS:

MANDATORY QUALIFICATIONS: The incumbent must possess the following knowledge, skills, and abilities, or be able to explain and demonstrate that she/he can perform the essential functions of the
job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Requires knowledge of and experience in:
   - Modern office procedures, methods and equipment, including computers and supporting word-processing and spreadsheet applications.
   - Principles and practices of communications.
   - Computer and manual filing systems.
   - Principles and practices of customer service.
   - Oral and written communication skills.
   - Principles and practices of administration, supervision, and training.
   - Applicable laws, codes, regulations, policies, and procedures.
   - Interpersonal skills using tact, patience, and courtesy.

2. Requires ability to:
   - Interpret, apply, and explain rules, regulations, policies and procedures.
   - Establish and maintain cooperative and effective working relationships with others.
   - Operate a computer and assigned office equipment.
   - Analyze situations accurately and adopt an effective course of action.
   - Work independently with little discretion or supervision, as well as work as a team member.
   - Plan, organize and meet deadlines.
   - Read and write English; perform and understand basic mathematical calculations, interpret, and implement written instructions, etc.
   - Hear and speak English effectively, both orally and in writing, to exchange information and make presentations.
   - Maintain confidentiality
   - Type 30 wpm
   - Work with multiple demands in an effective, productive manner.
   - Handle emergencies with intelligence and purpose (ie: call 9-1-1 when appropriate, access hospital emergency room, notify supervisor, complete Incident Report form, etc.).

3. Junior or Senior standing, with minimum 3.0 GPA. Accounting or Finance majors preferred.

4. Requires advanced proficiency in use of Excel.

5. Must be able to pass police background check to verify the lack of a past criminal record.

6. Must have good manual dexterity, including eye/hand coordination, finger dexterity, etc., in operating computer keyboard and related software, computer printers, adding machine, telephone system, fax machine, photocopier, typewriter, stamp machine, and other office equipment.

7. Requires commitment to the Mission, Vision and Core Values of the Authority.

8. Requires knowledge of available resources, dynamics of human behavior of individuals and groups.

9. Requires principles of mediation and negotiations.
10. Requires ethics and professionalism and use of principles of community relations, while using tact and good judgment.

11. Must be capable of analyzing situations accurately and adopt an effective course of action.

SECONDARY QUALIFICATION AND/OR EDUCATION: Although not mandatory, the following qualifications will enhance an individual’s chance for success in the job and are desirable.

NA

The statements contained here reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

The WWHA complies with State and Federal laws and regulations relating to discrimination in employment, including the Americans with Disabilities Act (ADA) of 1990. WWHA does not discriminate on the basis of handicapped status in the admission or access to its federally assisted programs or activities.

SALARY RANGE:

Paid Internship at $12.00 per hour. Per Personnel Policy.

APPLICATION PROCESS:

To apply email a cover letter and resume to reneer@wallawalla.org

I certify that my supervisor has explained the above position outline to me.

________________________________________  __________________________
Employee's Signature                      Date
POSITION DESCRIPTION AMENDMENT

Commitment: Sets high standards of performance; aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally and in writing; demonstrates attention to, and conveys necessary understanding of, the comments and questions of others; and listens effectively.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one’s own work; and does fair share of work.

____________________________________________
Signature

____________________________________________
Print Name

____________________________________________
Date