



Building Communities. Fulfilling Dreams.

JOB DESCRIPTION

Job Title:	ADMINISTRATIVE / ACCOUNTING CLERK
Incumbent:	
Department:	Asset Management / Accounting
Reports to:	Chief Financial Officer/Senior Asset Manager/Accounting Manager
FLSA Classification:	Non-exempt
Supervises	N/A
Created / Updated	March 2017

POSITION OVERVIEW

Under close supervision, provides general administrative support to the Chief Financial Officer, the Accounting Operations Manager and the Asset Management Department. Will also assist in the operations of the Accounting and Asset Management Department by providing assistance with filing correspondence, filing accounting records, setting up appointments, scheduling reporting deadlines, preparing financial reports binders, assisting with correspondence with regulatory and funding agencies, assisting in the coordinating of the filing of tax returns, preparing special asset management reports and assisting in the overall operation of both the Asset Management and Accounting Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

The Administrative / Accounting Clerk functions will provide support in the following areas:

Organizing and maintaining filing systems for both hard copy and electronic filing systems
Collect and review mail for CFO, Accounting Operations Manager, and Asset Management Department
Distribute mail, file and make copies of correspondence and other records, and documents
Schedule appointments and sets up meeting for the office of the CFO
Create binders containing financial reports for audited financials
Assists in the preparation of excel financial schedules as requested by Supervisors
May perform internet research assignments as requested by CFO
Assist with Special Projects as requested by CFO
Arrange travel schedules and reservations as requested by CFO
Assist in the coordination of IT requests from staff and refers to IT Consultants for follow up
Responsible for downloading the Multifamily projects financial reports from I-DOC system
Assist in the scheduling and preparation of written responses to regulatory agencies compliance inspections
Assist in the quarterly/annual reporting to investors or other regulatory agencies.
Coordinates the filing of the Limited Partnership and Limited Liability Corporation tax returns
Assist in the coordination of Homeowners Association Meetings.
Assist in the coordination of Third Party Property Management Meetings
Assist with preparation of bank deposits and depositing in the bank
Assist in the performance of basic accounting functions
Any other duties as assigned

SUPERVISORY RESPONSIBILITIES

N/A

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School, plus minimum three to five (3 - 5) years office/clerical experience. AA or BA degree preferred. Previous experience in office setting or affordable housing construction industry a plus.

Skills, Knowledge and Abilities

Excellent written and verbal communication required. Be highly organized in work flow and keeping of records. Ability to effectively present information and respond to questions from employees, customers and the general public. Be capable of managing multiple priorities and able to prioritize work assignments. Able to maintain strict confidentiality relative to working within the work areas and with assigned work. Ability to analyze financial data and prepare spreadsheets. Ability to multi-task, prioritize and meet deadlines.

Required Technical / Other Skills / Licenses – Working knowledge of computers and most commonly used business software, to include: Microsoft Word, Excel, Outlook, PowerPoint and Accounting software.

Since driving a vehicle during the scope of employment is necessary, incumbent should possess a valid California driver’s license and carry automobile liability insurance that meets or exceeds State requirements. A clear Motor Vehicle Record is required. Updated MVR’s may be periodically collected.

PHYSICAL DEMANDS – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please see attached **Physical Demands of Position**.

SAFETY – Incumbent is required to comply with established safety work practices and attend all safety-related training provide or made available by the Coachella Valley Housing Coalition.

CONFIDENTIAL INFORMATION – This position may have access to confidential information.

COMPANY FUNDS – This position does not have access to company funds.

ADMINISTRATIVE / ACCOUNTING CLERK	Salary Range
Step 5	\$27,554.91
Step 10	\$34,617.89



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ACKNOWLEDGEMENT

I have reviewed and been provided a copy of this position description and agree it is an accurate representation of the responsibilities of my job. I understand that as Administrative/Accounting Clerk's needs change, my job description may change. I, therefore, understand that I may be asked to perform activities, duties and assume responsibilities not listed in this description.

<i>Signed – Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date</i>

cc: Incumbent
Supervisor
Employee File

Note: *The statements herein are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. .*