



1954 E. Houston., Suite 104 / San Antonio, Texas 78202  
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### JOB DESCRIPTION

<b>TITLE</b>	Accounting Specialist	<b>e-mail resume:</b>	<a href="mailto:jobs@habctx.org">jobs@habctx.org</a>
<b>SUPERVISOR</b>	Director Of Finance	<b>DEPARTMENT</b>	Operations
<b>REGULAR/TEMP</b>	Regular	<b>FULL/PART</b>	Full-time

#### **General Summary**

The *Accounting Specialist* supports the Finance Department at the Housing Authority of Bexar County with accounting functions like records of asset, liability, revenue, and expense entries by compiling and analyzing accounting information and documents. The specialist maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions, and resolving discrepancies. The specialist is the main point of contact for all Accounting/Billing-related queries from employees, vendors, and/or external partners.

#### **Principal Duties and Responsibilities**

##### *Accounting-related*

- Responsible of accounting functions and programs, financial analyses and reports, annual audit preparations, revenue projections and forecasting expenditure.
- Assisting with preparing and monitoring budgets.
- Maintaining and reconciling balance sheet and general ledger accounts.
- Responsible for reconciling bank accounts and general ledgers.
- Responsible for processing wire transfers and inter-accounts transfers.
- Responsible for monitoring funds received for the HCV Department, assisting with the Portability billing, and assisting with discrepancies on payments.
- Responsible for processing entire transactions related to the A/P and A/R of all HABC offsite properties according to HABC Accounting Policies and Procedures.
- Responsible for processing the Housing Assistance Payment for the Landlords on the 1<sup>st</sup> and 15<sup>th</sup> of the month.
- Assist the Properties Managers with the accounting cycle and cash monitoring.
- Responsible for reconciling all credit cards statement/invoices and allocating expenses appropriately.
- Responsible for preparing and process yearly 1099s for vendors and landlords.
- Responsible for processing invoices/payments, updates, renewals, and claims with the insurance companies.
- Responsible for monitoring the vendor's accounts quarterly and ensuring all procurement procedures are followed.
- Prepare periodic reports for leadership team and/or Board of Commissioners.
- Manage business relationships with customers, vendors, and contractors to ensure excellent customer service.
- Responsible for maintaining all financial records safely, organized, and ready to be audited.
- Assist the Management levels with credit applications; and any proof of revenues necessary for financial approvals.

##### *Payroll-related*

- Responsible for processing payroll for 40+ employees.
- Responsible for allocating and reconciliation of employee's benefits.
- Responsible for preparing, reconciling and submitting all W9 and retirement statement to employees.
- Responsible for maintaining all payroll records safely, organized, and ready to be audited.

### **Knowledge, Skills and Abilities**

- Ability to prioritize tasks.
- Ability to critically think, analyze problems, and recommend an appropriate course of action.
- Customer service skills and ability to communicate effectively orally and in writing.
- Ability to establish and maintain cooperative relationships with diverse groups and maintain positive working relationships, demonstrate good judgement and integrity with HABC staff of all levels, residents, vendors, and the public.
- Ability to work under pressure and manage multiple projects.

### **Minimum Qualifications**

- Proven two years' work experience as an Accountant, bookkeeper, procurement, purchase officer or relevant role
- Excellent Microsoft Excel experience is required.
- Computer literacy (MS Office applications, in particular)
- Excellent organizational skills, with an ability to prioritize important projects.
- Strong phone, email and in-person communication skills

### **Preferred Qualifications:**

- Bachelor's degree in accounting or a related field.
- One+ years experiences in procurement.
- Experience in Emphasys and Yardi Systems.

### **Equipment And Systems Operated**

- Personal computer/Word Processing/Spreadsheet software.
- Elite & Yardi Systems
- Standard office equipment.
- Ability to type 40 wpm.

### **Supervisory Controls**

- The employee has no supervisory responsibilities.
- Courses of action, deadlines, and priorities are established by procedure, the supervisor, or the employee, depending on the assignment.
- Instructions to the employee may be general or specific in nature.
- Problems or situations not covered by instructions are usually referred to the supervisor for resolution.
- The employee's work is reviewed periodically for accuracy, completion, and compliance with policies and procedures.

### **Responsibility for Confidential Matters:**

The employee will handle clients, vendors, employees and agency-wide financial information, and all of them will be considered confidential information and must be secured at all times.

### **Physical Demands / Work Environment**

- Requires availability to work beyond normal workday (when needed).
- Work environment consists substantially of indoor office activities performed setting.
- Position requires the need to sit, stand, bend and/or stretch for extended periods.
- Requires lifting, carrying and/or pushing up to 10 pounds.
- Occasional travel to various work locations in all weather conditions.
- Frequent repetitive hand movement (e.g. typing).
- Appointees will be required to possess a valid driver's license and be insurable according to agency guidelines only if the operation of a vehicle, rather than employee mobility is necessary to perform essential duties of the position.

### **Mental and Physical Abilities:**

The mental and 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.

### **Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Position open until filled**

HABC is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

This job description is subject to change and in no matter states or implies that these are the only duties and responsibilities to be performed. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills and abilities to perform the job will be considered.

Date Approved: 10/26/2023