

## BOOKKEEPER

DEPARTMENT : COMMUNITY PLANNING & DEVELOPMENT - WATERLOO HOUSING AUTHORITY

SALARY :

FLSA : NON-EXEMPT

CIVIL SERVICE : INCLUDED

BARGAINING UNIT : NON-BARGAINING

### GENERAL STATEMENT OF DUTIES

Performs complex bookkeeping and secretarial/receptionist duties for Waterloo Housing Authority. The work is performed under the general direction of the Housing Authority Director or designee, but considerable leeway is granted for the exercise of independent judgment and initiative. No supervisory responsibilities.

### EXAMPLES OF ESSENTIAL FUNCTIONS

#### (Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Maintains a waiting list for Section 8 and public housing tenants using database software.
2. Tracks forms and supplies.
3. Generates Housing Authority checks using database software.
4. Prepares and types department requisitions, purchase orders, payment vouchers and statistical reports.
5. Maintains Federal regulation records as needed.
6. Reconciles monthly accounting reports generated from the City's financial system to the monthly financial reports generated by the HUD accountant/firm.
7. Compiles and prepares statistical and accounting reports for Housing Authority, City Council, Housing Authority accountant/CPA and Federal and State agencies.
8. Balances accounts and collects monthly payments from tenants and counts cash.
9. Prepares reports to various organizations and agencies working directly with the Housing Authority.
10. Assists in preparing agendas and minutes for

various meetings.

11. Cross-references and sorts information from reference sources.
12. Assists staff in preparing letters, memos and legal documents.
13. Assists in preparing and typing the department budget.
14. Helps to develop and implement office procedures for the efficient operation of the Housing Authority office.
15. Maintains employee time records and completes payroll functions.
16. Maintains general working knowledge of department functions.

#### General Duties

1. Greets the general public and directs them to the appropriate staff person and answers incoming department phone calls on a multi-line system, providing information based on knowledge of department policies, regulations and procedures or directs questions to proper staff person.
2. Operates standard typewriter, personal computer, calculator, fax machine and other office equipment.
3. Performs all work duties and activities in accordance with City, department and OSHA policies, procedures and safety practices.
4. Attends work regularly at the designated place

and time.

5. Other duties as assigned by Housing Authority Director or designee.

### **REQUIRED KNOWLEDGE & ABILITIES**

1. Knowledge of principles and practices of accounting, budgeting, financial record keeping and general office procedures and ability to apply them to HUD accounting policies and procedures.
2. Ability to prepare, analyze and interpret complex accounting records and financial statements.
3. Ability to establish reporting procedures to collect data from financial and fiscal reports.
4. Will be required to show proficiency in Microsoft Word and Excel before hire.
5. Ability to perform general office services including using word processing and spreadsheet applications appropriate to assigned duties and responsibilities, enter and retrieve information on a computer and update records.
6. Ability to collect, analyze and present data from computerized reports in organized and understandable form.
7. Ability to answer questions and provide information to the public and other employees in person and over the telephone in a clear, concise and easily understandable manner.
8. Ability to write legibly, prioritize work, produce a quality work product within strict time lines and handle multiple tasks.
9. Ability to exercise independent judgment and make decisions based on department and City policies and applicable Federal and State rules and regulations.
10. Ability to communicate effectively and maintain working relationships with other City employees, supervisors, clients and the public.
11. Ability to work with people from a broad variety of social, economic, racial, ethnic and

educational backgrounds.

### **ACCEPTABLE EXPERIENCE & TRAINING**

1. Associate's Degree in accounting or other business related field with a minimum of three years experience as an accounting clerk or bookkeeper

#### **OR**

Any equivalent combination of experience and training that provides the knowledge, skills and abilities necessary to perform the work.

2. Skilled in use of personal computer and Microsoft Office, specifically Word and Excel.

### **ESSENTIAL PHYSICAL ABILITIES**

1. Sufficient speech and hearing that permits the employee to respond to questions and communicate with coworkers, supervisors, clients and the public in person or on the telephone.
2. Sufficient personal mobility that permits the employee to move from one City building to another.
3. Sufficient vision and manual dexterity that permits the employee to operate a personal computer, handle files and perform other bookkeeping and secretarial duties.

### **MISCELLANEOUS**

1. The City of Waterloo will conduct a background investigation including employment and criminal history checks on any applicant being considered for this position.
2. Required to submit to and pass Civil Service examination procedures including an oral interview.

### **WORK SCHEDULE**

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday with one hour unpaid lunch. Limited overtime. Must also be available for department or City activities or meetings that require the attendance of the Bookkeeper.