



Berkeley Housing Authority

1947 Center St., 5th Floor, Berkeley, CA 94704
Telephone: (510) 981 5470 Fax: (510) 981 5480

Item 7C

NEW BUSINESS

September 8, 2022

Office of the Executive Director

To: Honorable Chair and Members of the Berkeley Housing Authority Board

From: Jesy Yturralde, Finance Manager

Subject: Adopt a Resolution to establish Berkeley Housing Authority classifications for BHA Policy Manager and BHA Accounting Specialist and re-activate the BHA Housing Occupancy Manager positions effective October 2, 2022.

Background and Discussion:

BHA Policy Manager:

BHA was recently selected in the Landlord Incentive Cohort of HUD’s Moving to Work (MTW) Program. This designation provides the BHA the flexibility to redefine how we operate the HCV program by allowing us to try “outside the box” ideas that will address community needs in creative and innovative ways. Another flexibility that is extended to MTW agencies is financial fungibility, whereby PHA can use funding from different funding sources interchangeably. For BHA, as a Section 8 only Housing Authority, our MTW designation allows us to use HAP funding for operations and vice versa. MTW designation, however, entails a new body of work to manage, including its requirements, such as preparation of Annual Supplemental Plans, research, writing, tracking, presenting, managing the public input process, data gathering, evaluation, and other HUD reportorial requirements. MTW PHAs and HUD staff that we spoke with confirmed that hiring a new staff and creating capacity to do all the MTW functions is necessary. However, our thinly-stretched staff of 12 FTE can no longer absorb new tasks and responsibilities on top of what they are already doing. The new BHA Policy Manager classification will be primarily responsible for the overall MTW activities and management for the agency in addition to other responsibilities like new program development and implementation, Project-based program management, special projects, etc. added to the role. The Policy Manager may supervise the work of professional, office support or other technical staff. This will be posted as an internal opportunity.

Housing Occupancy Manager:

When BHA separated from the City of Berkeley, it employed a Housing Occupancy Manager who was responsible for the day-to-day operations of all the housing programs, including Housing Choice Voucher Program, Moderate Rehabilitation Program, Public Housing and Rental Housing and Construction Program (RHCP). When BHA became a Section 8 only agency upon completion of the sale and disposition of the 75 public housing and RHCP units, the position was reclassified to HCV Supervisor with a pay scale 14% lower than the Housing Occupancy Manager (in May 2017).

However, BHA has since received awards for new vouchers from the Mainstream, Veterans Affairs Supportive Housing, and Emergency Housing Voucher programs expanding the scope of supervision responsibility of the incumbent over these new vouchers. In addition, supervision of the Front Desk staff will be transferred over to the incumbent as it complements the work of the program Housing Specialists. Re-establishing the Housing Occupancy Manager is an equitable move that supports the internal growth in program size and departmental functions. This will be an advancement opportunity granted to the incumbent in the Housing Choice Voucher Supervisor position.

BHA Accounting Specialist:

BHA has an Office Assistant II on staff assigned to Accounting. The job description and responsibilities of this staff was originally designed in the context that the City of Berkeley Accounting staff had a role in the processing of BHA’s invoices and payroll. Upon expiration of the Memorandum of Understanding between the City of Berkeley and BHA in 2012, all the Accounts Payable, Payroll and HR functions were dropped by the City of Berkeley and assumed by BHA staff. The incumbent outgrew her job description as she now performs full Accounts Payable (including HAP) and Payroll functions in addition to her other accounting and administrative duties. Also, with the new financial reporting requirements associated with our MTW designation, additional roles are expected to be added to this classification. Reclassifying the BHA Office Assistant II to BHA Accounting Specialist will correct the job description and support the expanded Finance and Accounting duties associated with our MTW designation. This will be an advancement opportunity granted to the incumbent in the Office Assistant II-Accounting position.

FISCAL IMPACTS OF RECOMMENDATION

The approved FY2023 budget includes an allocation for a BHA HCV Supervisor with an annual budget of \$179,833 (*) and a BHA Office Assistant II with an annual budget \$144,033 (**). The proposed classifications (Lines 2-4) have a total annual budget of \$555,451 (***) increasing the FY2023 budget for staff by 1 FTE, and \$231,585 (****) in salary and benefits.

		FY2023 Approved Budget		Proposed Classification		Adjusted FY2023 Budget Deficit
		Salary	Benefits	Salary	Benefits	
1.	Projected Deficit per Approved FY2023 Budget					(\$410,858)
2.	BHA Policy Manager	\$0		\$217,931		(\$217,931)
				\$134,664	\$83,267	
3.	BHA Housing Occupancy Manager (Step C)	\$179,833*		\$190,703		(\$ 10,870)
		\$104,725	\$75,108	\$114,312	\$76,391	
4.	BHA Accounting Specialist (Step D)	\$144,033**		\$146,817		(\$ 2,784)
		\$74,671	\$69,362	\$78,240	\$68,577	
5.	Total (Lines 2-4)	\$323,866		\$555,451***		(\$231,585)****
6.	New Projected Deficit for FY2023					(\$642,443)

As an MTW agency, BHA is allowed certain financial flexibility to use HAP funding for operations and vice versa. The most recent Two-Year-Tool shows an excess HAP reserve of over \$4 million on

December 31, 2022. Furthermore, BHA has approximately \$3.7 million in disposition proceeds (LIPH and RHCP units) that it could use to cover operating deficits.

While use of HAP funding for operations is not guaranteed to be replenished as part of the funding formula, using the excess HAP to support the Policy Manager is a good investment and use of HAP reserve because (1) it will lower the amount of excess HAP dollars and mitigate a possible recapture by HUD and (2) the goal of MTW activities is to maximize the utilization of HCV vouchers through innovative and creative ways of operating the MTW program that will ultimately improve the inflow of operating revenue for the authority.

Recommendations:

Adopt a Resolution to establish Berkeley Housing Authority classifications for BHA Policy Manager and BHA Accounting Specialist and re-activate the BHA Housing Occupancy Manager position effective October 2, 2022.

Attachments:

1. Resolution
2. Organizational Chart
3. Job Description for BHA Policy Manager
4. Job Description for BHA Housing Occupancy Manager
5. Job Description for BHA Accounting Specialist

BERKELEY HOUSING AUTHORITY
RESOLUTION NO. 2022-__

BHA CLASSIFICATIONS AND SALARIES

WHEREAS, the Berkeley Housing Authority Board of Commissioners is vested under the California Health and Safety Code to create classifications and establish salaries and health and welfare benefits for employees of the Berkeley Housing Authority; and

WHEREAS, establishing the classifications of BHA Policy Manager, and BHA Accounting Assistant will allow essential MTW and operational functions of the Housing Authority to be performed.

WHEREAS, reactivating the classification of the BHA Housing Occupancy Manager to oversee the growing housing programs of the Housing Authority, as well as supervision of the front desk/reception.

NOW THEREFORE, BE IT RESOLVED by the Berkeley Housing Authority Commission that the following classifications and salaries are established to be effective October 2, 2022:

1. BHA Policy Manager, represented by AFSCME Local One, with a monthly salary range of \$9,232 - \$9,694 - \$10,179 - \$10,688 - \$11,222, not eligible for the overtime provisions of the Fair Labor Standards Act.
2. BHA Accounting Specialist, represented by Service Employees International Union, with a monthly salary range of \$6,222 - \$6,533 - \$6,860, eligible for the overtime provisions of the Fair Labor Standards Act.

BE IT RESOLVED FURTHER by the Berkeley Housing Authority Commission that the BHA Housing Occupancy Manager be re-activated, with a monthly salary range of \$8,555 - \$8,983 - \$9,432 - \$9,903 - \$10,399, not eligible for the overtime provisions of the Fair Labor Standards effective October 2, 2022.

PASSED AND ADOPTED by the Board of Commissioners of the Berkeley Housing Authority this 8th day of September, 2022, by the following vote:

AYES:

NOES:

ABSENT:

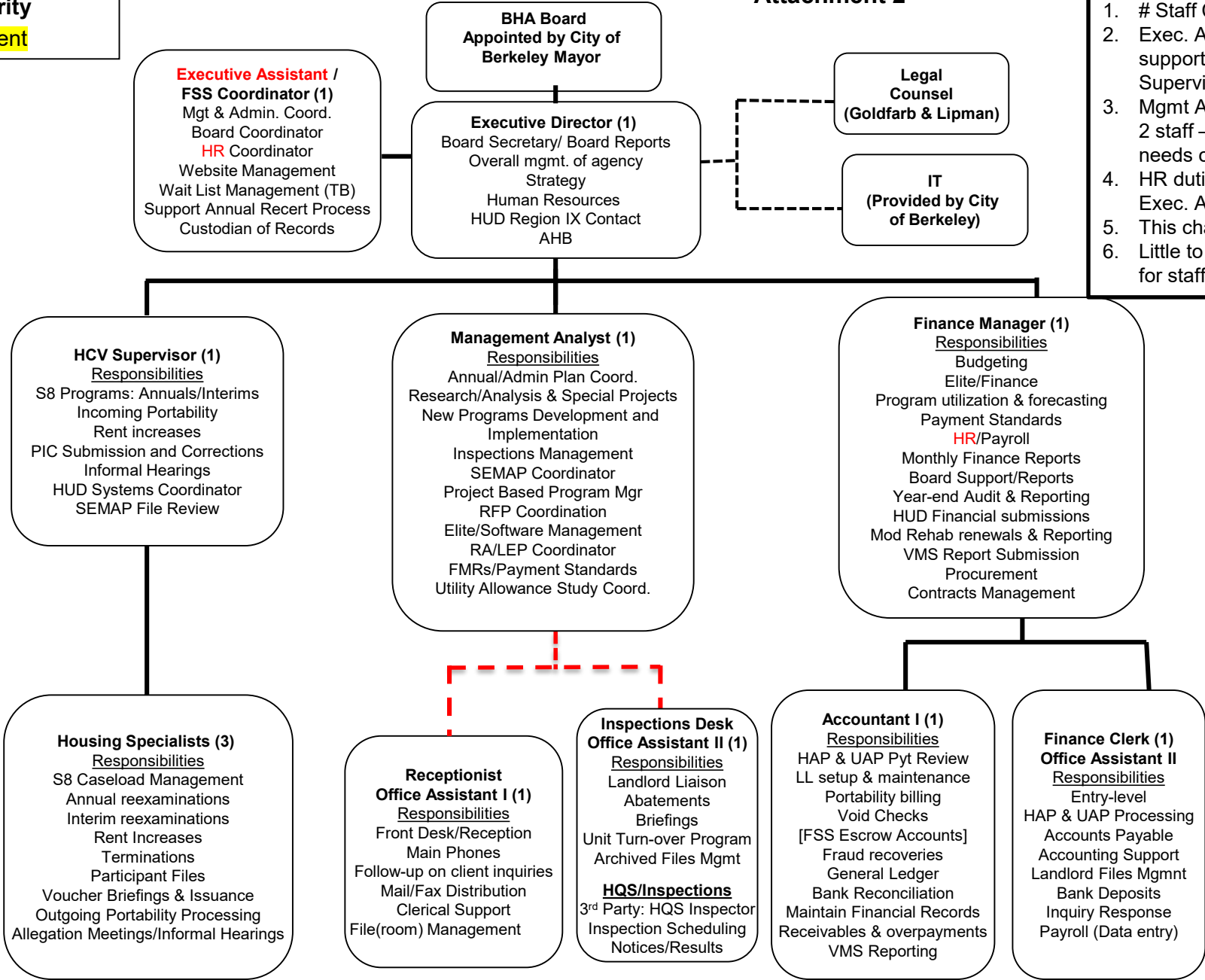
ABSTAIN:

Attest: _____
Rachel Gonzales-Levine, Secretary

Berkeley Housing Authority
Organizational Chart **Current**

Attachment 2

- Notes:**
1. # Staff Currently: 12
 2. Exec. Asst is currently a Temp supporting the Housing Occupancy Supervisor
 3. Mgmt Analyst unofficially supervises 2 staff – structural inconsistency that needs correcting
 4. HR duties unofficially performed by Exec. Asst. and Fin. Mgr
 5. This chart pre-dates MTW workload
 6. Little to no upward mobility options for staff.



Berkeley Housing Authority
 One additional Staff and
 Two job advancement opportunities

BHA Board
 Appointed by City of
 Berkeley Mayor

Executive Assistant /HR (1)
 ED Support
 Mgt & Admin. Support
 Board Coordinator
 HR Coordinator
 Website Updates
 Custodian of Records
 Archived Files Mgmt
 Timekeeping and Payroll
 Procurement

Executive Director (1)
 Board Secretary/ Board Reports
 Overall mgmt. of agency
 Strategy
 Human Resources
 HUD Region IX Contact
 AHB

Legal Counsel
 (Goldfarb & Lipman)

IT
 (Provided by City
 of Berkeley)

Housing Occupancy Manager (1)
Responsibilities
 Housing Programs/New Contracts
 Customer Service and Problem
 Escalation Mgmt
 Incoming Portability
 Rent increases
 PIC Submission and Corrections
 Informal Hearings Oversight
 HUD Systems Coordinator
 QC File Review
 Mod Rehab
 Supervise Receptionist
 Annual Reexam Packets

Policy Manager (1)
 MTW Program Management
 Annual Plan Process/RAB
 New Programs Development and
 Implementation
 Research/Analysis
 Project Based Program Mgmt
 Special Projects
 EHV/Mainstream/VASH Mtgs
 and Collaborations
 Elite/MTW & Policy
 Newsletters – LL/Clients

Management Analyst (1)
Responsibilities
 RFP Coordination
 RFP Submissions
 Elite/Software Management &
 Module Implementation
 RA/LEP/VAWA Coordinator
 FMRs/Payment Standards
 Utility Allowance Updates
 WL Implementation & Portal Mgmt.
 PBV & Project Move up lease ups
 Partner Portal –LLs
 Partner Portal – Clients
 Website Mgmt.
 Closeout of FSS Prog.
 Inspections Mgmt
 Support Policy Manager

Finance Manager (1)
Responsibilities
 Budgeting
 Elite/Finance
 Program utilization & forecasting
 Payment Standards
 HR/Payroll
 Monthly Finance Reports
 Board Support/Reports
 Year-end Audit & Reporting
 HUD Financial submissions
 Mod Rehab renewals & Reporting
 VMS Report Submission
 Procurement
 Contracts Management

RECEPTION
Office Assistant I (1)
Responsibilities
 Front Desk/Reception
 Main Phones
 Follow-up: client inquiries
 Mail/Fax Distribution
 Clerical Support
 File(room) Management
 Participant Files
 Annual Reexam Packets

Housing Specialists (3)
Responsibilities
 S8 Caseload Management
 Annual reexaminations
 Interim reexaminations
 Rent Increases
 Terminations
 Outgoing Portability Processing
 Allegation Meetings/Informal Hearings

**INSPECTIONS/
 LL Liaison**
Office Assistant II (1)
Responsibilities
 Landlord Liaison
 RTAs & Abatements
 Unit Turn-over Program
 Incentives Processing
HQS/Inspections
 3rd Party: HQS Inspector
 Inspection Scheduling
 Notices/Results

Accountant I (1)
Responsibilities
 General Ledger Maintenance
 VMS Reporting
 Bank Reconciliation
 HAP & UAP Pyt Review
 AP Review
 LL setup & maintenance Review
 Portability billing
 Void Checks
 FSS Escrow Accounts
 Fraud recoveries
 Maintain Financial Records
 Receivables & overpayments
 Fixed Assets
 Tax Documents
 Budget and Audit Support

Acct. Specialist(1)
Responsibilities
 Advanced Acct Support
 HAP & UAP Processing
 Accounts Payable
 Landlord Files Mgmt
 Bank Deposits
 Inquiry Response
 Payroll
 Leave tracking

Staff Proposed: 13

Notes:

1. Adds Policy Mgr responsible for MTW/PBV/Inspections
2. Changes Housing Occupancy Supervisor to Mgr/adds supervisor of Receptionist
3. Changes Finance Clerk to Accounting Specialist/additional duties

Recommendations for Next ED to consider (Future ReOrg Ideas):

1. HR Manager or contract w/COB
2. Program Manager
3. Client Intake Specialist
4. Additional Program Clerks for each Unit (Voucher/ Policy/ Finance)
5. Possibly additional Housing Specialist (if # of Units increase)

**BHA POLICY MANAGER
SALARY RANGE
Step A to Step E
\$53.26 - \$64.74 Hourly
\$9,232 - \$11,222 Monthly
\$110,784 - \$134,664 Annually**

DEFINITION

Under direction of the Executive Director, this position is responsible for overall policy development and program planning; performs complex administrative, programmatic, systems, statistical, technical and other management studies and in support of activities and functions of the Berkeley Housing Authority (BHA), including but not limited to management and oversight of the MTW program and the Project-based program; makes recommendation for action; and may be assigned to supervise the work of professional, office support or other technical staff; executes special projects and programs; and performs related work as required.

CLASS CHARACTERISTICS

This is a management professional classification responsible for overall policy development and program planning. Projects may include policy and procedure development, statistical analysis, program management, operations support or other areas specific to the Authority and housing industry. Performs complex and difficult analytical work, involving the gathering and analysis of data in order to implement programs and plans, and special projects; preparation and presentation of proposals, recommendations and reports; analysis of BHA operation and compliance with Department of Housing and Urban Development (HUD) regulations; execution of special projects; statistical research and budget analysis; and the use of management information system including desk-top computer applications and propriety computer systems used for reporting BHA activities and performance to HUD. May perform direct supervision of the work of professional, office support or other technical staff.

EXAMPLES OF DUTIES

The following list of duties is a description of the types of work that may be performed and is not intended to be an all-inclusive. This position will play a key role in the development, implementation and ongoing monitoring of MTW strategies and activities; oversight and coordination of the Project-based program; and supervision of the work of professional, office support or other technical staff. The omission of a specific duty does not make it unacceptable if the work is consistent with the class concept.

1. Development, implementation and administration of policies and processes in compliance with HUD and BHA regulations that ensure efficient and effective operations/services;

2. Plans and organizes complex management and programmatic studies relating to the activities of the Authority, including MTW program, oversight of public process, evaluation, and reporting requirements to HUD;
3. May supervise and evaluate the work of assigned staff, recommend discipline, and provide technical assistance to others on administrative and analytical matters; direct the work of staff on a project or day to day basis;
4. Prepares technical reports, reports to boards, annual plans and correspondence and other written materials, including client and landlord newsletters;
5. Develops implementation plans and assists in implementing policy and procedural modifications;
6. Identifies problems, determines analytical techniques and information gathering processes and obtains required information and data for analysis;
7. Analyzes alternatives and makes recommendations regarding such areas as organizational structure, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications;
8. Discusses findings with management and prepares reports of study conclusions;
9. Oversight of the Project-based Program and related RFP processes, tracking, execution of AHAP and HAP contracts;
10. Conducts a variety of special projects and programs related to the functions of the Authority;
11. Coordinates activities with those of other government agencies and community partners, depending upon the nature of the project; implementation of collaborations such as with BHA's EHV and Mainstream partnerships
12. Confers with representatives of other governmental agencies, community groups, boards and commissions, landlords, management companies, participants and other interested groups, organizations or individuals, as required by project assignments;
13. Conducts administrative and management projects and studies relating to the activities and operations of BHA;
14. May develop or utilize computer applications to assist with analytical studies;

15. Analyzes the organization and functioning of the operations including procedures, systems, work methods, forms, records and files used; makes recommendations on methods and systems used to improve efficiency of operations and services;
16. Monitors MTW programs by maintaining tracking systems, gathers and analyzes data, and prepares statistical and narrative reports; prepares reports for evaluating and ensuring performance and compliance with BHA standards;
17. Recommends actions and implements follow-up activities for ensuring compliance with HUD and BHA standards;
18. Conducts a variety of special projects and programs related to the functions and operations of BHA;
19. Assists in the development and maintenance of information systems and tracking/reporting tools necessary to monitor, evaluate and report on housing programs;
20. Provides technical assistance and support as needed to management and others on cases pertaining to system and program compliance; provides technical assistance and training to BHA staff on internal & external systems, policies and procedures; and works with users to define system requirements and resolve problems;
21. Develops and maintains relationships and collaborations with a variety of related organizations to provide excellence in customer service;
22. Perform other related duties as assigned.

QUALIFICATIONS

Note: The level and scope of knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. HUD Programs laws and regulations;
2. Principles, practices and methods of administrative and organizational analysis;
3. Public administration principles and practices.
4. Business computer applications related to the work such as Microsoft Word, Excel, Access, PowerPoint, and related programs and systems;
5. Financial/statistical/comparative analysis techniques and formulae; and
6. Basic supervisory principles and practices.

Skills in Ability To:

1. Analyze administrative, operational and organizational problems, evaluate alternatives and reach sound conclusions;
2. Collect, evaluate and interpret varied information and data, either in statistical or narrative form;
3. Interpret and apply laws, regulations, policies and procedures;
4. Prepare clear, concise and complete reports and other written materials;
5. Maintain accurate records and files;
6. Operate a personnel computer and use desktop applications and on-line reporting systems proficiently;
7. Direct the work of others on a project basis;
8. Coordinate multiple projects and meeting critical deadlines;
9. Exercise sound independent judgment within established guidelines;
10. Establish and maintain effective working relationships, counsel individuals of varying social, educational and economic backgrounds;
11. Communicate effectively orally and in writing.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on Housing Authority business, the incumbent is required to maintain a valid California driver's license and satisfactory driving record is required.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from a four-year college with major coursework in business or public administrative, social science, social services a closely related field, Master's degree preferred; and 5-10 years of professional experience in a housing authority setting desirable.

CLASSIFICATION HISTORY:

Established: 2022 – 09

BHA HOUSING OCCUPANCY MANAGER
SALARY RANGE
Step A to Step E
\$49.36 - \$59.99 Hourly
\$8,555 - \$10,399 Monthly
\$102,660 - \$124,788 Annually

DEFINITION

Under direction of the Executive Director, plans, organizes and supervises the Federal Housing and Urban Development (HUD) Section 8 housing assistance and rental subsidy programs operated by the Berkeley Housing Authority; supervises occupancy and inspection operations and provides professional program development activities; performs related work as assigned.

CLASS CHARACTERISTICS

This single-position class is responsible for planning, organizing and directing the programs and activities of the Occupancy Section of the Berkeley Housing Authority. The incumbent supervises staff, and has management responsibility for occupancy and inspection functions, which administers rental subsidy programs including: applicant intake, eligibility determination, annual reexaminations, voucher issuance, negotiation and execution of lease and contract documents, the inspection and reinspection of Section 8 housing units, and customer service functions. The Housing Occupancy Manager identifies, coordinates and completes professional-level projects related to policy formulation and program development and outreach, and implements strategies to meet the changing needs of the Housing Authority's client groups. This class is distinguished from the executive Director of the Berkeley Housing Authority Manager in that the latter has overall management responsibility for all Housing Authority activities, which include administration, budget, quality assurance, asset management, housing assistance programs, and compliance with HUD requirements.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Administers federal, state and local rent subsidy programs, ensuring the provision of appropriate services to tenant and owner clients in accordance with federal, state and local regulations, Board policies, and administrative regulations and procedures;
2. Establishes and monitors corrective measures to ensure compliance with HUD regulations, BHA polices and to improve quality;

3. Manages the initial and annual inspections of Section 8 housing units to determine whether units meet the housing quality standards set by HUD;
4. Plans, organizes, assigns, directs, reviews and evaluates the work of professional, technical, and administrative support staff, and participates in the selection, training, and discipline of staff;
5. Identifies, develops and monitors staff responsibilities and activities to ensure continued development and improvement of workflow processes;
6. Solicits prospective landlords and owners to participate in the Section 8 Housing Choice Voucher Program;
7. Prepares reports for submission to HUD and the Berkeley Housing Authority Board;
8. Assists the Executive Director in program development and outreach, and implementation strategies to meet the changing needs of the Authority's client groups;
9. Handles difficult landlord cases and resolves difficult situations;
10. Develops and maintains relationships and collaborations with a variety of related organizations to provide excellent customer service; and
11. Performs related duties as required.

QUALIFICATIONS

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles and methods of administration, including goal setting, policy and procedure development, work and program evaluation and work standards;
2. Principles and practices of effective employee supervision, including selection, training, evaluation and discipline;
3. Housing Authority programs and operations, including Section 8 housing programs, quality standards and eligibility requirements;
4. Federal and state housing programs, laws and regulations, including owner and tenant eligibility requirements; and
5. Housing needs and social and economic problems of low and moderate-income families.

Skill in and ability to:

1. Plan, organize, assign, direct, review, and evaluate the work of assigned staff;
2. Select, motivate, and evaluate staff and provide for training and professional development;
3. Develop and implement goals, objectives, policies, procedures and work standards and internal controls;
4. Exercise sound independent judgment within general guidelines;
5. Prepare, clear, concise and complete reports and other written correspondence;
6. Establish and maintain effective working relationships with those contacted in the course of the work;
7. Resolve conflicts in a precise and timely manner; and
8. Present ideas and recommendations in a clear, tactful and effective manner.

OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record. This classification requires the ability to travel within and outside of the City limits to perform assigned duties and responsibilities. This classification requires an ability to work variable hours including evenings, weekends and holidays as may be required to perform assigned duties and responsibilities.

Must possess or obtain Eligibility/Occupancy Certification, and Housing Quality Standards (HQS) Certification from a HUD approved organization within six (6) months of appointment.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from a four-year college or university with major course work in public or business administration, social work, or related field and three (3) years of progressively responsible direct customer service experience in a housing or social service setting, of which at least two (2) years included supervisory responsibility. Experience in public housing, and with automated customer services systems and technical assistance systems are desirable.

Reactivated:

2022-09

**BHA ACCOUNTING SPECIALIST
SALARY RANGE
Step C to Step E
\$35.8968 - \$39.5762 Hourly
\$6,222 - \$6,860 Monthly
\$74,665 - \$82,318 Annually**

DEFINITION

Under general supervision, performs moderate to advanced fiscal-accounting support tasks including preparing, and reconciling financial transactions, spreadsheets and summaries that require a thorough knowledge of accepted BHA procedures, the use of independent judgment; and performs related duties as assigned.

CLASS CHARACTERISTICS

Positions allocated to this classification perform a wide variety of moderate to advanced, discrete accounting support functions characterized by one or a combination of the following:

A significant nonstandard skill or knowledge is required involving independent production of an end product such as processing of payables to vendors, landlords and employees, maintaining landlord and other pertinent accounting data or files, processing payroll, maintaining accurate ledgers of the payroll deductions and information, reviewing leave adjustments, tracking leave accrual and sick leave bonus, preparing, maintaining, and assisting in the analysis of periodic general ledger reconciliation reports and other ad hoc reports. Work is performed under general supervision, with responsibility for correct usage of special or unique terms requiring some subject matter knowledge; and

Responsible for a comprehensive function requiring integration and coordination of a variety of information related to program and administrative services.

This classification represents a fully qualified accounting support level involving responsibility for performing varied and advanced assignments that require an understanding of government, PHA or HUD accounting methods and procedures. Incumbents are responsible for a major transaction area of the centralized Accounting and/or Payroll functions or for the review, reconciliation and maintenance of a complex subsidiary accounting system of a department. Work is performed with minimal supervision within the framework of regulations, policies, and procedures governing the recording and reporting of financial transactions.

This classification performs the full range of duties of an Office Assistant II, including training, assigning, and assisting in administrative work requirement.

Duties assigned to this classification are performed on the basis of the following principles:

Service focus should be on results which add value to customers; decision making is delegated to the closest feasible level to the customer; regulatory and control functions are continuously reviewed with suggestions for improvement as appropriate. All activities are expected to be continuously improved over time.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Processes disbursements of payables to vendors, landlords, tenants and employees utilizing an automated system in a timely manner;
2. Billing landlords, other PHA's or vendors for any overpayments;
3. Inputs data to an automated financial personal computer based spreadsheet; develops specialized spreadsheet applications to capture an array of financial and statistical data and reconciles departmental personal computer based spreadsheet and journals to the Authority's central data reports;
4. Sets up and maintains filing systems and data bases using personally developed spreadsheets and reporting systems; modifies databases; researches files, summarizes data and prepares statistical and narrative reports; compiles information to assist in the support of departmental programs or recommendations for change in departmental procedures, and policies;
5. Tabulates, verifies, ensures accuracy, interprets, reconciles and corrects data from a variety of source documents in compliance with presented formats, and reconciles errors and documents results;
6. Prepares and enters batch materials of accounting, accounts payable or payroll-related systems after checking for accuracy and compliance with applicable regulations;
7. Checks output of automated financial systems reports; tests application of procedures and policies made by others in the processing data;
8. Provides quality control by reviewing and reconciling data related to complex labor distribution, and payroll; documents the results and takes action to improve the quality of input and output of other staff;
9. Provides payroll and accounting training and guidance to employees; ensures proper authorization and compliance with policies and procedures;
10. May provide input to improve payroll processing, grant administration; billing; and other internal processes and procedures;
11. Assists in the preparation of Agency budget such as gathering cost data, completing authorized budget modifications, reviewing expenditures against account balances and identifying over and under expenditures; creates and reviews spreadsheets, comparing budgeted to actual and projected expenditures in the general ledger;

12. May train new employees with the use of office equipment and technology, as well as coaching on internal processes and procedures;
13. Provide support to front desk when necessary;
14. Performs relate duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Basic arithmetic, ten-key by touch, calculator, and spreadsheet formulas and their use in the assigned accounting function;
2. Some knowledge of bookkeeping, automated accounting systems, accounting principles and practices; banking procedures, practices, and procedures including correct posting, compiling, reconciling, balancing and data interpretation;
3. Internal control practices related to payroll and payments;
4. Policies and procedures related to the Authority;
5. BHA payroll, personnel, contracts, grants and accounting policies and procedures;
6. Basic business and accounting controls, business ethics, and data review and reconciliation techniques.
7. Word processing and spreadsheet software and the use of personal computing equipment, calculator, copy machine and related equipment; and
8. BHA general ledger, payroll, purchasing inventories or other relevant modules;

Skill in:

1. Maintaining complex accounting systems, originating records and reports and improving written procedures, and administrative regulations for departmental and citywide accounting systems;
2. Communicating effectively both verbally and in writing;
3. Effectively and tactfully soliciting information from the public and responding to their need for information and assistance;
4. Accurate keyboarding and 10 key;
5. Effectively identifying and solving work-related problems documenting results and reviewing reports with subordinates, peers and managers;
6. Making accurate arithmetic computations;
7. Using initiative and sound independent judgment within established guidelines;

8. Prioritizing work, providing direction and successfully coordinating several activities;
9. Establishing and maintaining productive working relationships with those contacted in the course of the work;
10. Understanding and carrying out oral and written directions.
11. Establishing and maintaining effective working relationships, and working effectively and efficiently in stressful situations with clients and others; and
12. Advising and assisting program participants in obtaining and maintaining assisted housing.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Minimum Qualifications:

Equivalent to graduation from high school and three (3) years of accounting office support experience.

Possession of a Bachelor's Degree from a four-year college or university in accounting, or a close related field, or a minimum 5 years' experience in a similar field or industry.

For positions assigned to the payroll function, proficiency in payroll must be demonstrated.

Desirable Qualifications: College level courses in accounting and budgeting and internal certificates of competencies in accounting, labor distribution and accounting software, which are related to assignments, are highly desirable.

CLASSIFICATION HISTORY:

Established: 2022 – 09