

VHA Position Description

POSITION TITLE	SALARY
ASSISTANT DIRECTOR OF FINANCE	
EMPLOYMENT STATUS	STATUS
<input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Temporary Full-Time <input type="checkbox"/> Regular Part-Time <input type="checkbox"/> Temporary Part-Time	NON-EXEMPT
REPORTS TO: Chief Financial Officer	Finance
SUPERVISES: N/A	

EDUCATION & EXPERIENCE:

- Five (5) years’ experience in accounting preferred; one (1) year of employment; and an equivalent combination of education and experience acceptable.

ESSENTIAL FUNCTIONS:

Excellent written and oral communication skills; ability to plan organize, develop, and schedule the workload of the position, knowledge of computers and various software applications; ability to initiate good public and interpersonal relationships and to relate and interact with people of a diverse economic, ethnic, age and racial backgrounds.

This is an accounting position responsible for reconciliation of general ledger accounts, payroll, payroll reporting, and resolution of accounting problems. Works independently and with broad direction only. This position reports to the Chief Financial Officer.

DUTIES & RESPONSIBILITIES:

1. Prepare and post journal entries to the general ledger system in a timely manner to record non-automated transactions.
2. Assist in preparing monthly reports for the Board of Commissioners as well as other financial reports or budgets as needed.
3. Reviews all invoices for appropriate documentation and approval prior to payment.
4. Maintains the Illinois Debt Recovery Program (IDROP) system by adding, editing, and removing debts into the IDROP system.
5. Processes and maintains payroll information by collecting, calculating, entering, and processing data.

6. Resolves payroll discrepancies by collecting and analyzing information.
7. Maintain payroll files.
8. Provide payroll information by answering questions and requests.
9. Maintains employee confidence and protects payroll operations by keeping information confidential.
10. Administers benefits.
11. Assist and guide new and current employees on filling out all new hire documentation.
12. Update payroll records and payroll system as needed by entering new hires, changes relating to current benefits, and payroll forms.
13. Complete necessary paperwork and process tax payments.
14. Depositing money orders and checks via remote deposit.
15. Maintain checks and money orders received.
16. Process monthly reporting to the Illinois Department of Security (IDES).
17. Prepare quarterly payroll reports, Federal 941, State 941, and unemployment insurance reporting.
18. Process monthly late fees for rent for Public Housing.
19. Reconcile all general ledger asset and liability accounts to the various sub ledgers including cash balances, petty cash, benefits, accounts payable, accounts receivable, inter-agency accounts, and payroll. Reconcile bank statements with the general ledger.
20. Researches and resolves complex accounting reconciliation issues. Develop solutions and procedures to prevent future related problems.
21. Interpret HUD guidelines, policies and regulatory provisions; ensure compliance with the Finance Department; must review the Federal programs and other housing related periodicals, journals, newsletters, etc. to ensure VHA operations are consistent with policies, trends and Public & Indian Housing (PIH) Notices.
22. Participate in the annual audit.
23. Make recommendations to the Chief Financial Officer that will enhance operations of the Finance Department and the Authority.

24. Perform other duties as assigned by the Chief Financial Officer that will allow the Authority and the Finance Department to operate efficiently and effectively.

Job Acknowledgement:

This job description is intended to describe the general nature and work responsibilities of the position. This job description and the duties of this position are subject to change, modification, and addition as deemed necessary by the Housing Authority. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments required by Housing Authority officials. This job description does not constitute an employment contract between the Housing Authority of the City of Danville, Illinois and any employee. The job responsibilities of this position may include cross-training in other functions to ensure satisfactory operations.

I have read the above job description, understand its content and have had an opportunity to discuss with my supervisor or the hiring manager. By signing below I agree and understand what is expected of me and can comply with all requirements of this position.

Employee Signature

Date