



Housing Authority of the City of Reno

Announces an Open Competitive Recruitment for **ACCOUNTING CLERK**

THE POSITION

Under direct supervision the Accounting Clerk performs technical accounting and data processing work in an automated accounting system. Prepares and reviews financial transactions as they pertain to all Reno Housing Authority accounts.

THE JOB DESCRIPTION IS ATTACHED TO THIS ANNOUNCEMENT

WHAT WE DO

The RHA helps ensure nearly 9,000 people in the Truckee Meadows have a safe, secure place to call home. We are the largest provider of affordable housing in Washoe County, proudly assisting families and individuals in our community.

WHY APPLY?

The RHA is committed to developing a team that embraces our mission and core values throughout our local community. To offer superior service to our clients, we invest substantially in professional growth and development and are focused on exemplifying our underlying values of integrity, trust, leadership, progress and customer service. We offer competitive salaries based on skills and experience, an exceptional benefits package, a robust defined benefit retirement plan, and ample opportunities for growth. Our benefits package includes:

- ◆ 100% employer paid health, dental, vision & life insurance
- ◆ Flexible Spending plan.
- ◆ Excellent vacation & sick leave accrual program
- ◆ Thirteen (13) paid Holidays
- ◆ 100% employer paid retirement contribution for the Public Employees Retirement System (PERS)
- ◆ Paid Parental Leave
- ◆ 457(b) retirement savings program
- ◆ Employer paid life insurance and AD&D
- ◆ Positive, friendly work environment focused on providing work/life balance

SALARY PAY RANGE

- ⇒ Starting pay \$20.46/per hour
- ⇒ Merit increases to \$30.22/per hour

CONDITIONS OF EMPLOYMENT

This is a full-time, non-exempt position. The RHA is committed to ensuring a safe, productive and positive work environment through a Drug and Alcohol-Free Workplace. Selected candidates will need to complete a pre-employment drug screen and background checks including a criminal history check.

TO BE CONSIDERED

If interested and meet the minimum qualifications for this position you are encouraged to obtain an application at www.renoha.org. If reasonable accommodation is required, please contact the RHA Human Resource Director at HR@renoha.org

Please submit a complete application on or before the close date to HR@renoha.org. While you may include a resume, the RHA cannot accept resumes in lieu of a completed application.

EQUAL OPPORTUNITY EMPLOYER

The Reno Housing Authority is an equal opportunity employer. The RHA is committed to the principles of Equal Employment Opportunity (EEO) in accordance with applicable Federal and State law, and Executive Orders. Our policies prohibit unlawful discrimination based on race, color, creed, gender, religion, marital status, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by Federal, State, or local laws.

CLOSE DATE: Open until filled

This recruitment may close at any time based on applications received. Qualified applicants are encouraged to apply as soon as possible.



Housing Authority of the City of Reno

ACCOUNTING CLERK

DEPARTMENT: Administration
REPORTS TO: Director of Finance
EXEMPT/GRADE: Non-Exempt / Grade 16

SUMMARY

Under close supervision, the Accounting Clerk performs technical accounting work in an automated accounting system using general accounting principles and procedures. Prepares, reviews, and processes financial transactions as they pertain to all Reno Housing Authority accounts.

EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES

- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data.
- Process a variety of invoices and payments including rental assistance payments.
- Set up new vendors/landlords as well as maintain direct deposit information.
- Review and verify deposits, accounts receivable reconciliation, daily cash report, rent collections and other transactions.
- Posts information to ledgers, journals, and reports; totals and balances figures, proofs data, and make corrections as required; prepares bank deposits.
- Prepare and distribute landlord and tenant statements.
- Research and respond to questions relating to accounts payable/receivable, collections, vendor payments, client/tenant statements, landlord payments and payroll.
- Maintain accounting files for accounts payable/receivable, collections, and/or payroll.
- Process payroll and prepares payroll tax reports.
- Participates in the annual audits.
- Responds to requests for information from outside agencies including collection agency, landlords, tenants, outside vendors and co-workers.
- Performs a wide variety of clerical work, from routine through complex in level of difficulty, including typing, filing, checking, and recording information on records.
- Performs special accounting tasks and assignments under the direction of the Director of Administration. Audit ledgers and makes corrections and/or adjustments as needed.
- Performs related work as required.

QUALIFICATIONS

- Graduation from high school or equivalent.
- A minimum of two (2) years of accounting experience involving any of the following: bookkeeping, payroll, accounts payable, accounts receivable, or automated financial management.
- Or an equivalent combination of education, training and experience as determined by Human Resources.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of functions, basic organization and procedural constraints related to the operation.
- Knowledge of general accounting principles and practices.
- Knowledge of office administrative procedures, systems, and equipment.
- Knowledge of correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Ability to operate office equipment such as copiers, personal computers, facsimile machines, printers, and other equipment.
- Ability to organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.
- Ability to prepare reports, correspondence, and a variety of written materials; prepare and maintain accurate records and documentation of activities.
- Ability to review and verify the accuracy of accounting and transaction data and reports.
- Ability to maintain accurate accounting records, identifying and reconciling errors.
- Ability to perform mathematical calculations with skill and accuracy.



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ADDITIONAL REQUIREMENTS

- Valid Nevada Driver's License at time of appointment and throughout employment with an acceptable driving record throughout employment is required.
- Obtain and maintain certifications, licensure or credentials that relate to the position as directed by the Authority.
- Provide a copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of offer.

- Ability to maintain effective, professional working relationships with staff, co-workers, clients, other agencies, and the public.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work in an office setting, frequently operate standard office equipment including computers, printers, telephones, copiers, and calculators.
- Stamina to sit for extended periods of time; vision to read printed materials; hearing and speech to communicate in person or over the telephone; ability to lift and/or carry up to 15 lb.