

FRANLIN COUNTY HOUSING AUTHORITY

FISCAL ASSISTANT

Definition: This is responsible accounting work involving the application of bookkeeping principles and practices.

An employee in this class performs standard bookkeeping duties in recording, reviewing, and processing financial records and documents. Work involves maintaining bookkeeping records including classifying accounting documents prior to posting; or preparing prescribed financial statements and reports. Work will involve typing, the use of standard office equipment, and the performance of related clerical tasks. Work methods are governed in detail by established account classifications and procedures. Difficult technical problems and irregularities are referred to a supervisor who observes work in progress and periodically reviews records.

Examples of Work Performed:

Process Accounts Payable including receiving and analyzing invoices, determine program area and appropriate account number, prepare check edit report, mail checks and file invoices. Supervisor will review coding of invoices while Fiscal Technician will print checks.

Daily reviewing of Tenants Receivable reports in all program areas. Compare deposit ticket with deposit log.

Obtain and review employee timesheets. Resolve discrepancies with Supervisor. Total staff hours bi-weekly and produce spreadsheet for cross-reference. Monitor staff leave.

Process Section 8 Housing Assistant Payments and mail checks.

Receive Section 8 Tenant Fraud Recovery Payments and create journal vouchers.

Support Occupancy Management Aide in various clerical tasks.

Process all journal vouchers.

Maintains capitalized equipment spreadsheets. Inventory office and maintenance equipment.

Required Knowledge, Skills, and Abilities:

Considerable knowledge of bookkeeping principles and practices.

Knowledge of modern office practices and equipment.

Ability to perform detailed work with written or numerical data and to make arithmetical calculations rapidly and accurately.

Ability to apply established methods to financial transactions.

Minimum Experience and Training:

Two years of experience performing bookkeeping or clerical accounting work;

Or

An associate degree in accounting or business administration including or supplemented by 6 credits in accounting;

Or

Any equivalent combination of experience and training.