



HAWTHORNE RESIDENTS' COOPERATIVE ASSOCIATION, INC.

JOB DESCRIPTION

Job Title: Accounts Payable / Account Receivable/Payroll

Department: Administration

Exempt Status: FLSA Non-Exempt Status

Position Status: Full-time

General Hours of Work: (subject to change) Monday through Friday 7:30 a.m. to 4:00 p.m.

POSITION SUMMARY:

This position performs a variety of technical and skilled professional task assignments, and administrative work in the Finance Department. This position requires considerable independent judgment based on knowledge acquired through training and experience in the performance of duties. Responsibilities include, but are not limited to, general accounting, budgeting, and internal audit processes. This position supports the Treasurer and Chief Financial Officer. Work is reviewed through audits, internal checks, reconciliations, reports, observations, and results obtained on job assignments.

ESSENTIAL FUNCTIONS:

- Provides administrative support to the Chief Financial Officer; completes or assists with completion of special projects or assignments; conducts research, compiles data and prepares reports to assist CFO in making informed decisions; handles matters of a confidential or sensitive nature; assists co-workers with duties; answers telephone and responds to routine inquiries or directs to proper authority.
- Performs department financial transactions; financial worksheets and supporting reports and documents; gathers, compiles, calculates, prepares and maintains financial and statistical data; reviews, verifies and corrects accounting reports and documents; audits accounting data for accuracy of content and calculations; monitors department budget to ensure expenditures do not exceed appropriations; reconciles month end and yearend financial information; updates and balances to computerized general ledger accounts; conducts inventories.
- Operates computer to enter, produce or verify information confers with appropriate officials/agencies to clarify or confirm data; reviews records and reports generated by computer to ensure accuracy and consistency. Maintains security of computerized financial data (e.g., performs proper back-up and storage procedures, etc.).

Accounts Payable Duties

- Receives collects, processes and records payments and fees through a computerized accounting system; reviews questionable and/or unidentified payments for proper account application.
- Processes, records, balances and verifies a variety of accounting transactions; enters transactions into ledgers, journals and other record books, and reconciles journal entries; prepares periodic financial and statistical statements, reports and tabulations; develops and maintains status reports involving company expenditures.
- Research and resolve accounting issues associated with accounts payable transactions such as appropriate sales tax charges, purchase order or invoice discrepancies, vendor reconciliations and audits documentation to adequately support payment. Analyze, prioritize, and process incoming invoices, which includes verifying vendor and purchase order information, matching packing slips and delivery confirmation, maintaining processed invoices, matching checks with invoices and auditing and maintaining required reports.
- Updates and maintains a Vendor Master file. Obtains vendor Tax Identification Numbers (TIN) and prepares year-end 1099 forms. Handles both routine and non-routine vendor inquires.
- Coordinates scheduled and non-scheduled check runs and requests for emergency and rush checks. Process check requests which includes prioritizing incoming check requests, verifying account and vendor information, and maintaining required reports. Resolves payment terms and other payable issues with purchasing staff.
- Conducts periodic audits of time and expense reports and procurement card expenditures for policy compliance.
- Periodically reviews internal controls to assure adherence to local, state and federal regulations and policies.
- Prepare accounting and statistical reports for submission to supervisors; prepare remittances and reports for various governmental agencies and CFO & Treasurer. Prepare and maintain a variety of financial logs, reports, and records
- Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

Payroll / Benefit Duties

- Compiles and data entry of payroll activities; calculates and maintains employee leave balances; prepares payroll summary for approval and submission;
- Ensuring that all processes are executed appropriately and in a timely manner.
- Operates as the subject matter expert and escalation point to resolve issues and continuously looks for improvements in operational processes and designs and implements those initiatives.
- Provides workable solutions to business issues/problems with minimum referral to management.
- Acts as the custodian of employee personnel files and maintains personnel records.

- Determining employee and/or dependent eligibility for benefit programs utilizing established guidelines.
- Preparing and reviewing complex benefit claims.
- Coordinating the benefits open enrollment process
- Preparing and reviewing payroll deductions appropriate systems, forms, procedures, and methods of recordkeeping.

Accounts Receivable & Utility Billing

- Processes basic and semi-complex accounting and/or utility billing functions, not limited to, processing invoices, tracing integrated programs and online financial processes to the financial database, maintenance and fee programs, records maintenance, inventory, analyzing meter readings for utility billing and utility record keeping, and oversight of cash, petty cash and receivable accounts.
- Operates computer to enter, produce or verify information confers with appropriate officials/agencies to clarify or confirm data; reviews records and reports generated by computer to ensure accuracy and consistency.
- Verifies, inputs, and retrieves basic and semi-complex financial data transactions in various computer systems, ensuring the integrity of information from subsidiary to main systems.
- Calculates and prepares work orders, invoices, utilities, late fees, real estate transactions, taxes and other payments.
- Independently analyzes and/or reconciles semi-complex, accounts receivable, assessments, amounts due, interest charges, balances, similar types of revenue and revenue-generating documents and/or utility accounting and billing system problems according to established procedures.
- Using ledgers, journals and/or computers, classifies records and summarizes higher-level numerical and financial data to compile and keep financial records.
- Complies with organizational, Federal and state policies, procedures and regulations related to accounting and taxes and fees levied by the Corporation.
- Receives, records and banks cash, checks and vouchers. Prepares bank deposits by compiling data from cashiers, verifying, balancing receipts, and sending cash, checks or other forms of payments to banks. Verifies subsidiary record postings from online transactions.
- Compiles semi-complex statistical, financial, accounting or auditing reports and tables pertaining to such matters as utility billings, cash receipts, accounts receivable, and various revenue programs.
- Has substantial contact with customers and handles adversarial situations, when necessary. Works with customers and vendors to calculate late fees and penalties and adjust customer accounts to correct billing errors.
- Tracks work order completion and billing processing. Monitors and processes delinquent accounts.

Customer Billing

- Process customer billing and maintain accounts.
- Review meter read edits to ensure accuracy.
- Perform customer-billing adjustments as needed.
- Process customer connects and disconnects as needed.
- Assist customers with account inquires.
- Communicate with internal staff to ensure accurate information processing.
- Responsible for monthly invoicing as well as analyzing, compiling data, generating and reviewing financial reports for budget line activities, researching any discrepancies, verifying budget line items, validating the indirect cost calculations, review and interpretation of contract requirements. Requesting documentation from other internal sources required to accompany the invoice, maintaining accurate files on each project, tracking project-closing dates, deadlines and any special instructions from funding agencies.
- Process and monitor delinquent account letters.
- Generating and posting of all completed invoices and maintenance worksheets into the accounting system for all auxiliary funds.
- Provide monthly reconciliation reports between receivables AR aging reports and financial ledgers for auxiliary funds.
- Responsible for auditing, reviewing, and verifying all activity that has been posted into project prior to final closeout. Complete periodic financial reports as required.
- Assist in billing/accounts receivable document retrieval as needed.

OTHER DUTIES AND RESPONSIBILITIES

- Assists with and/or completes various fiscal year end close functions, prepares audit schedules, and functions within assigned deadlines.
- Prepares and enters assigned journal activity entries. Works with the Finance Director in the preparation of the monthly financial statement reconciliation (pooled cash) and closeouts.
- Assists in the preparation and maintenance of the annual budget and capital improvement plan.
- Participates in on-call and after-hours duties as assigned. Must be available for overtime and emergency call-outs when necessary.
- Assists in preparation for, response to, and recovery from, the impacts of a wide variety of disasters or emergencies and may be temporarily assigned to other duties, locations, and shifts.
- Promotes positive customer service environment internally and externally.
- Works under general supervision, independently developing work methods and sequences. Performs other job related functions as assigned.
- Demonstrates regular and predictable attendance.

Supervisory Responsibilities - None

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

Education Required High School Diploma or equivalent

Education Preferred: Bachelor's degree with a major in accounting or a related field supplemented

Technical Skills Required: Proficient in Microsoft Office Products, Internet and cloud based programs.

Technical Skills Preferred: TOPS and related payroll programs

Certifications Required: None

Certifications Preferred: None

Experience Required: Five (5) years progressive experience in accounting related functions is preferred; or any combination of education, training, and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job, required.

Must be a United States Citizen or eligible to work in the United States.

Must possess a valid Florida Driver's License with acceptable driving record.

Must successfully pass a background check, and alcohol and drug test.

Ability to read and follow written and oral instructions.

Able to establish and maintain effective working relationships.

Able to operate necessary equipment.

Excellent work history and attendance record preferred.

Ability to communicate orally and in writing, ability to perform basic math is mandatory

Work independently while understanding the necessity for communicating and

Coordinating work efforts with other employees and organizations

Knowledge of general operation and care of standard office or maintenance equipment. IT Office equipment, Proficient in Microsoft computer software, word processing, spreadsheets, web browsers and email

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS:

- Positive attitude and enthusiasm for the job. Strong customer service ethic required.
- Ability to accomplish work, which requires physical stamina. Ability to stand and use equipment for extended periods.

- Ability to work outside in various weather conditions; Ability to work a flexible schedule including weekends and some evenings.
- Self-motivation and the ability to work independently.
- Proficiency skills in Microsoft office suite programs and accounting/payroll software programs, and any other software programs utilized in performing job functions.
- Ability to understand and communicate the policies, procedures and services of the Corporation and/or the department including answering basic questions from the public.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to communicate effectively both orally and in writing with coworkers, supervisors, and the public. Ability to follow verbal and written instructions.
- Ability to perform complex, detailed work involving written and numeric data and to make calculations rapidly and accurately. Knowledge of occupational safety rules and practices. Thorough knowledge of the methods used in maintaining fiscal systems and records of office terminology, procedures, routine, and equipment.
- Maintain file/records as required by the agency and business process rules.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES All employees will be required to work before, during, or after an Emergency. During an Emergency, employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the Community and its residents.

PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully meet the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to job demands under stressful situations.

Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.

Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.) with the exception of disaster implementation.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Performs other related duties as assigned.

Name (Please Print)

Signature

Date