Stanislaus Regional Housing Authority
ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA
MONO | STANISLAUS | TUOLUMNE COUNTIES

Job Announcement for the Position of

Account Clerk/Senior Account Clerk
$21.19- $28.76/hour

THE AGENCY

Stanislaus Regional Housing Authority (Housing Authority), a public agency, corporate and politic, is committed to addressing the unmet housing needs of residents and communities in our county. The Housing Authority manages approximately 2290 units throughout the counties it serves under a variety of affordable housing programs including Public Housing, year-round farm labor housing, migrant housing and other affordable housing units.

The Housing Authority also administers the Housing Choice Voucher program in the following counties: Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, Tuolumne and Stanislaus. The Authority is governed by a citizen's commission appointed by the Stanislaus County Board of Supervisors.

MISSION

The Housing Authority is committed to providing a high quality of service in carrying out its mission by:

Being sensitive to our client's needs and treating them with dignity and respect.

Utilizing the talents and skills of our staff.

Fostering partnerships.

Utilizing resources in the most efficient and effective manner.

HOUSING

Provide decent, safe and affordable rental housing and home ownership opportunities.

ECONOMIC DEVELOPMENT

Provide and promote service opportunities that encourage and support individuals and families toward achieving greater independence and self-sufficiency.

COMMUNITY DEVELOPMENT

Provide opportunities for conserving and upgrading affordable housing stock, improving infrastructure, and stabilizing and creating desirable neighborhoods.

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THE POSITION

Performs a variety of clerical accounting duties in maintaining records of tenant accounts, and processing accounts payable, tenant contracts and rent collections.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Accounting Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Process payments and deposits and balance cash drawer.

Process checks weekly and monthly.

Balance bank statements for various Authority programs.

Prepare cash receipts, cash disbursements and post receipts.

Balance analytical on a monthly basis.

Prepare rent rolls for OMS Program.

Generate overpayment letters and final notice letters for Landlords.

Prepare monthly reports.

Maintain all accounts payable files.

Other duties as assigned.

NONESSENTIAL DUTIES

Performs routine maintenance on office equipment. Other duties may be assigned.

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.

EDUCATION AND EXPERIENCE

One year certificate from college or technical school and one year of responsible clerical accounting experience including financial record keeping responsibilities.

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CERTIFICATES, LICENSES, REGISTRATIONS

Valid California driver's license.

Knowledge of:
Basic math principles

Ability to:

Learn, understand and

apply financial policies

and procedures relating to

Authority programs.

Accurately maintain records and files and prepare financial reports.

Perform accurate mathematical calculations.

Type at a minimum of 35 wpm.

Respond to inquiries and requests for information.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work

Operate computer, ten–key, typewriter and copy/fax machine

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving a few concrete variables in standardized situations.

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PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

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.

Environmental Factors Performance of essential functions may require exposure to adverse environmental conditions, such as bright/dim light or repetitive wrist motion. This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this job description is intended to be an accurate reflection of the current job management reserves the right to revise the job or to require that other or different tasks are performed when circumstances change. This job description replaces all previous descriptions for this position.

APPLICATION AND SELECTION PROCESS:

To apply for this position applicants must complete and submit a Housing Authority Employment Application and supplemental questionnaire to P.O. Box 581918 Modesto, CA 95358. Employment applications and required supplemental questionnaire are available online at https://stanregionalha.org/business-services/employment/. **This position is open until filled and applications will be screened for minimum qualifications as they are received and testing and interviews will be scheduled.**

Applicants who are the most qualified and possess the knowledge, skills and abilities outlined in the job announcement will be invited to appear before an Oral Assessment Panel.

The Oral Assessment Panel will complete its assessment and recommend the most qualified applicants to the Director of the Finance who will interview the most qualified applicants. Final selection will be made by the Executive Director. The successful candidate will be required to complete a physical examination including a drug screen test, paid for by the Housing Authority, certifying that the applicant's physical condition is satisfactory for the requirements of the position (with or without reasonable accommodations for any disability as defined in the Americans with Disabilities Act).

OTHER

Applicants must be able to provide proof of U.S. citizenship, or if a legal immigrant, either lawful admission for permanent residency or authorization for appropriate work by the U.S. Immigration and Naturalization Service.

SALARY AND BENEFIT INFORMATION

Regular employees of the Authority enjoy the following benefits:

Annual leave - new employees accrue 10 days per year.

15 paid holidays per year.

Sick leave accrued at the rate of one (1) day per month.

Insurance Coverage -The Authority currently contributes toward the medical, dental, vision and life insurance combined monthly premiums.

Retirement - The Authority is a member of the Public Employees Retirement System (PERS). Employees hired after January 1, 2013, are subject to the Pension Reform Act, AB340.

The Authority offers two voluntary Deferred Compensation Plans.

The Authority participates in Social Security.

The Authority offers a Section 125 (Flexible spending) plan.

Stanislaus Regional Housing Authority is also a qualified employer for the Public Service Loan Forgiveness (PSLF) program. The PSLF program forgives the remaining balance on your Direct Loans.

Stanislaus Regional Housing Authority is an equal opportunity employer. The Authority will provide equal employment opportunities to all qualified individuals, without regard to race, color, national origin, sex, religion, or disability. The Authority will make reasonable efforts in the employment process to accommodate applicants with disabilities. Individuals requesting reasonable accommodations must do so no later than three (3) working days after the time of invitation by the Authority to an examination. Applicants with special needs may call (209) 557-2000 (voice) or (209) 557-2012.