

Housing Authority of the County of Alameda

Human Resources Department



Housing Authority of the
County of Alameda

Position:	Account Specialist	Classification #:	3622H
Salary Range:	\$4,810.00 - \$5,717.00 monthly \$57,720.00 - \$68,601.00 annually	Location:	Hayward, California
Job Type:	Regular Full-Time	Department:	Finance Department
Opening Date:	06/17/2024	Closing Date:	07/15/2024 at 11:59 p.m.

ABOUT HACA:

The Housing Authority of the County of Alameda (HACA) offers several programs funded by the U.S. Department of Housing and Urban Development (HUD) to assist low-income families, seniors, people with disabilities, and others in various parts of Alameda County. HACA's goal is to provide affordable housing, rental assistance, and associated services to individuals with low-, very low-, and extremely low incomes. This includes elderly individuals and those with documented disabilities, assisting them in achieving as much independence as possible within their means.

ABOUT THE POSITION:

Under general supervision, to provide various fiscal and/or statistical data and control support functions.

DISTINGUISHING FEATURES

The Account Specialist is a para-professional classification that performs a wide variety of accounting support functions in the Finance Department. Regarding support functions, the accounting specialist is distinguished from the accountant classification, which performs professional accounting tasks.

SUPERVISION RECEIVED AND EXERCISED

The Account Specialist classification receives direction and supervision from the Finance Director and/or Accountant.

ESSENTIAL AND MARGINAL JOB FUNCTIONS

Primary (essential) and less essential (marginal) responsibilities may include, but are not limited to, the following:

Essential Functions:

1. Maintain accounts receivable, accounts payable, and related financial records.
2. Prepare journal entries and other accounting system input documents.
3. Determine appropriate assignment categories for expenditures, revenue, and general ledger transactions.
4. Prepare and process payroll, including auditing timesheets and posting accurate pay codes, hours worked, and benefits.
5. Process purchase orders, assign accounting codes, and verify invoices before initiating payments and disbursements.
6. Satisfactorily complete any required training courses and pass any associated exams to complete the training curriculum.

Marginal Functions:

1. Consult with bank personnel, contractors, vendors, and others to gather information and resolve discrepancies.
2. Prepare and maintain various statistical and financial data for governmental and internal reports.
3. Answer questions regarding accounts receivable procedures, rent collections, Section 8 contract payments, accounts payable, and vendor payments.

4. Review daily transaction reports.
5. Coordinate assigned activities with other staff.
6. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

The Account Specialist classification requires the following:

- **Knowledge of:**
 - Principles and practices of financial record keeping and procedures
 - English grammar and punctuation
 - Elementary accounting principles and methods
 - General customer service skills
 - Data entry methods
 - Basic mathematics
- **Ability to:**
 - Communicate effectively both orally and in writing
 - Understand and follow complex directions
 - Use independent judgment in carrying out instructions concerning financial records
 - Accurately maintain records and prepare financial reports
 - Effectively interact with those contacted in the course of business and other staff
 - Successfully complete any required training courses and pass associated training examinations
 - Maintain attention to detail

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge and abilities qualifies. A typical way to obtain the knowledge and abilities would be:

1. Education equivalent to the completion of the twelfth (12th) grade and
2. One year of college-level elementary accounting courses and two (2) years of increasingly responsible experience
3. **HOUSING AUTHORITY INTERNAL CANDIDATES ONLY:** Two (2) years in the classification of Administrative Clerk in the Housing Authority service and demonstrated knowledge of elementary accounting principles.

QUALIFICATION REQUIREMENTS:

To perform the duties of this classification successfully, an individual must be able to perform each essential job function satisfactorily. The above requirements represent the knowledge, skill, and/or ability required for the Account Specialist. Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions. In addition, a driving record acceptable to the Housing Authority's insurance carrier must be maintained.

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 the Account Specialist classification.

While performing the duties of this classification, mobility within the workplace is required. Manual dexterity is required to operate a computer. Good eyesight is required to read and write. Good hearing and speech are necessary in order to communicate with the general public, co-workers, agency clients, the general public, and officials contacted in the normal course of work. Regular attendance is required. Employees in this classification must be able to handle stressful situations.

DESIRABLE QUALIFICATIONS:

IDEAL CANDIDATE

The ideal candidate will have solid experience and proficiency in:

- Accounts payable, accounts receivable, and payroll
- Proficiency in Microsoft Office 365 suite of programs (Excel, Outlook, Teams, and Word)
- Familiarity with Adobe Acrobat software
- Familiarity with electronic content management
- Interfacing with the general public and diverse populations
- Communicating with ease and providing excellent customer service

SUCCESSFUL CANDIDATE

The successful candidate will have many of the following personal attributes:

- Attention to detail
- Excellent interpersonal skills
- Capable of interacting with a diverse population
- Well-organized
- Proactive and enthusiastic

BENEFITS:

HACA offers a comprehensive and competitive benefits package that affords wide-ranging healthcare options to meet the different needs of a diverse workforce and their families. We also sponsor many employee discounts, and fitness and health screening programs focused on overall well-being. These benefits include but are not limited to*:

For your Health & Well-Being:

- Medical – HMO & PPO Plans – HACA contributes a fixed amount toward employee medical insurance under one of several recognized programs)
- Dental – HACA pays the premium for dental insurance for the employee and dependents.
- Vision - HACA pays the premium for a vision plan for employee coverage; employees can pay premium for dependents.
- Basic Life Insurance - HACA pays a group life insurance benefit plan premium.
- Supplemental Life Insurance (with optional dependent coverage for eligible employees)
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services
- AFLAC Supplemental Insurance

For your Financial Future (Reciprocity ability):

- Retirement Plan - The employee and HACA contribute to the Alameda County Retirement Association (ACERA). Employees entering ACERA after 1/1/2013 enter at the Tier 4 benefit level. Tier 4 mandatory employee contributions are 9.30% of the employee's eligible salary. Mandatory employee contributions are made through payroll deduction on a pre-tax basis.
- Deferred Compensation Plan (457 Plan or Roth Plan)

For your Work/Life Balance:

- 14 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Catastrophic Sick Leave
- Credit Union - HACA employees are eligible to join a Credit Union.
- Employee Assistance Program

Work Week:

- This position at HACA follows a 9/75 work schedule, which means employees work for nine consecutive days and then have a day off every other Friday. This type of shift system reduces fatigue and burnout among the employees. The schedule for the two weeks is as follows:
 - Week 1, Monday to Friday, and,
 - Week 2, Monday to Thursday.

BACKGROUND CHECK & AND PRE-EMPLOYMENT PHYSICAL:

Background Check:

As part of the application process, we may investigate an applicant's employment history and contact their references. If the results of this investigation raise concerns, it may lead to disqualification from consideration for the position. Additionally, we will also take fingerprints for a criminal history review. A past conviction will be carefully considered on a case-by-case basis, considering its relevance to the job in question. While a conviction may result in the termination of eligibility for employment, it will not necessarily disqualify an applicant from consideration. Ultimately, the Personnel Committee or Executive Director will make the final decision.

Pre-Employment Physical:

All newly hired individuals must undergo a pre-employment medical examination, and employment offers are contingent on successfully passing the examination. HACA retains the right to disqualify candidates based on the examination physician's report.

HOW TO APPLY & TENTATIVE SELECTION PLAN:

How to Apply:

1. Application materials are available on the HACA website at <https://www.haca.net/employment/job-listings/>
2. Applications must be submitted by **11:59 p.m. on Monday, July 15th, 2024**, unless extended.

Application:

All the following documentation is **REQUIRED**, and the application packet **MUST** be submitted for the applicant to receive full consideration. All applicants **MUST** submit an application packet consisting of:

1. Compelling cover letter explaining interest and qualifications; and,
2. Resume; and,
3. Completed HACA employment application; and,
4. HACA supplemental questionnaire.

Applicants may submit their application packet using one of the following methods:

1. Email your application packet to: jobs@haca.net
2. Mail your application packet to: (Postmark **MUST** before **11:59 p.m. on Monday, July 15th, 2024**)

HACA / Attn: Mildred Otis, Human Resources Manager

22941 Atherton Street

Hayward, CA 94541

Tentative Selection Plan:

Applicants will be informed via email with reasonable notice in advance of any examination process requiring their attendance. The following dates are tentative and subject to change based on the needs of HACA:

Job Posting:	Monday, June 17 th , 2024
Deadline for Filing:	11:59 p.m. on Monday, July 15 th , 2024
Review for Minimum Qualifications:	Week of July 22 nd , 2024
Written Examination/Panel Interview (In Person):	Week of August 5 th , 2024
Second Interviews (In Person)	Week of August 19 th , 2024
Selection and Offer:	Week of August 26 th , 2024
Anticipated Start Date:	Monday, September 9 th , 2024

HOW TO APPLY & TENTATIVE SELECTION PLAN (CONTINUED):

WE RESERVE THE RIGHT TO MAKE CHANGES TO THE ANNOUNCED RECRUITMENT & SELECTION PLAN

HACA's Human Resource Department will make reasonable efforts in the examination and/or selection process to accommodate qualified individuals with disabilities and/or medical conditions in accordance/compliance with the State Fair Employment and Housing Act (FEHA), Federal Americans with Disabilities Act (ADA) HACA's Reasonable Accommodation Policy and applicable statutes.

To request accommodation due to a disability/medical condition during this or other phases of the examination/selection process, please contact the Human Resources Representative listed on the job announcement before the last filing date. HACA requires applicants to provide supporting documentation to substantiate a request for reasonable accommodation. In order to qualify for reasonable accommodation, applicants must have a disability/medical condition pursuant to the ADA, FEHA, and applicable statutes.

EQUAL EMPLOYMENT OPPORTUNITY:

HACA has a diverse workforce that is representative of the communities we serve and is proud to be an equal-opportunity employer. All aspects of employment are based on merit, competence, performance, and business need. HACA does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors protected under federal, state and local law. HACA celebrates diversity and is committed to creating an inclusive and welcoming workplace environment.

EXAMINATION:

Applications and other required related documents must be filed within the official period advertised for each examination. Applicants are responsible for the truth of all statements made in their applications and other related documents. False statements are grounds for rejection of an application or discharge from HACA employment in accordance with applicable HACA Personnel Rules.

The examination will consist of the following steps:

1. Screening of all applications to identify those applicants who meet the announced minimum qualifications for acceptance into the exam.
2. Review the applications of those candidates who meet the minimum qualifications for selection of those best qualified to continue in the exam process.
3. A job-related in-person interview and an in-person written exercise.

The purpose of the examination is to assess the applicant's proficiency and expertise in various areas relevant to the role of an administrative clerk. These may include but are not limited to, their knowledge of administrative procedures, record-keeping, data entry, communication, customer service, and computer applications such as Microsoft Office. Additionally, the examination will evaluate the applicant's ability to perform tasks and duties such as filing, organizing documents, scheduling appointments, and responding to inquiries. The results of the examination will help determine the applicant's suitability and readiness for the role of an administrative clerk.

THE SUPPLEMENTAL QUESTIONNAIRE FOLLOWS ON THE NEXT PAGE

SUPPLEMENTAL QUESTIONNAIRE:

The HACA employment application and supplemental questionnaire can be downloaded from HACA's website at www.haca.net. If you have any questions, please email the HR department at jobs@haca.net. HACA will make reasonable efforts in the examination process to accommodate disabled applicants. If you have special needs, please email the HR department at jobs@haca.net.

ACCOUNT SPECIALIST SUPPLEMENTAL QUESTIONNAIRE

This questionnaire allows candidates to elaborate on their qualifications and experience in specific job-related areas. Your written questionnaire responses and application will be reviewed and rated. Candidates who meet the minimum requirements and are the best qualified for the position will continue in the exam process.

DIRECTIONS:

- It is critical that you respond to this supplemental questionnaire completely; however, please limit your responses to one page for each question. Indicate your name on each page of your response.
- PLEASE BE ADVISED THAT although you may possess the minimum requirements for this exam, you are not guaranteed advancement in the selection process.
- Return your completed application and supplemental questionnaire immediately, as the exam may close anytime. Applications submitted without a completed supplemental questionnaire will not be considered.

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1. Describe your work experience in the areas of accounts receivable, accounts payable, and payroll. In your response, include your employer's name, job title, and depth of experience.
 2. This position requires proficiency in the use of computer applications, including word processing and spreadsheets. Please describe your abilities in using Microsoft Excel. What is your experience level in using pivot tables and advanced formulas such as a "lookup" function (beginning, intermediate, or advanced)?
 3. A primary responsibility of this position will involve landlord/owner account payables. Describe your training or work experience relating to:
 - a. computerized accounts payable systems/software,
 - b. resolving discrepancies in payables, and
 - c. interfacing with vendors regarding accounts payable issues.
 4. Briefly describe the extent of your experience in working with and providing information and assistance to the public.
 5. Describe and provide an example of how well you work under pressure and with deadlines.