

Brookline Housing Authority

Position Description

Position Title:	Program Representative – Finance	Department:	Finance
Reports to:	Chief Financial Officer	Approved By:	John Kelley
FLSA Status:	Non-Exempt	Approved Date:	July 3, 2024

Summary

The primary purpose of this position is to perform a variety of technical and clerical accounting duties in support of the BHA's senior finance department staff. The incumbent maintains a variety of accounting files, prepares spreadsheets, processes rent payments and reports, and performs various clerical duties relating to the Authority's accounting functions.

All activities must support the Brookline Housing Authority ("BHA" or "Authority") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Supports accounts payable (AP) functions for all BHA programs, including all our LLC's. Assists with filing of paid checks; maintains the various BHA AP files in a clean and timely manner. Assists with pulling AP records for the various audits, as needed.
- Processes rent payments from BHA residents; records transactions in PHA web; processes remote deposits into the appropriate bank; assists residents with rent payments and sends receipts as needed.
- Assists with the preparation of annual tax forms (1099's).
- Assists with the close out of the general ledger, year-end financial statements, and inventory control.
- Assists the Finance Manager with maintaining the utility spreadsheet and recording activity from the utility bills from the State and Federal Public Housing programs. Assists with the reporting in our utility monitoring product, Wego Wise.
- Performs other duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that our customers have been heard.

Communication: Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.

Teamwork: Actively participates and collaborates across boundaries, and works toward the achievement of common goals. Employee is adaptable and open to new ideas and/or approaches. Employee is aware

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of changes that impact internal and external customers and effectively communicates the impact when working as a team.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Education and/or Experience

High School Diploma, GED, or vocational school equivalent required and a minimum of two (2) years of experience in bookkeeping and clerical accounting. An equivalent combination of education and experience may be considered.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Experience with PHA Web, a public housing software program, is a plus. Must have the ability to learn other computer software programs as required by assigned tasks.

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.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to 25 pounds.

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.

Office environment. The noise level in the work environment is usually moderate.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]