

JOB ANNOUNCEMENT: 12/21/2022

**ACCOUNT SPECIALIST
MONTHLY SALARY RANGE: \$4,277.00 - \$5,083.00**

The Housing Authority of the County of Alameda (HACA), located in Hayward, California, is currently recruiting for the Account Specialist job classification.

HOW TO APPLY

Last Day to File:

Applications must be submitted by 11:59pm on Tuesday, January 31, 2023, unless extended.

Application:

*NOTE: Submission of a resume is optional. All of the following documentation is **REQUIRED**, and the application packet **MUST** be submitted for application and applicant to receive full consideration.*

All applicants must submit an application packet consisting of:

1. Completed HACA employment application; and
2. Completed 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:

HACA / Attn: Human Resources
22941 Atherton Street
Hayward, CA 94541

The HACA employment application and supplemental questionnaire can be downloaded from HACA'S website at www.haca.net. If you have any questions, please call the HR department at (510) 727-8518.

HACA will make reasonable efforts in the examination process to accommodate disabled applicants. If you have special needs, please call (510) 727-8518.

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.

HACA is an Equal Opportunity/Affirmative Action employer. Women, ethnic and racial minorities, and disabled individuals are encouraged to apply. Applicants will be considered without regard to their race, color, religion, sex, national origin, age, disability or any other non-job-related factor.

POSITION

The Account Specialist classification receives direct supervision from the Finance Director. This position requires a professional who has the ability to perform in an organization driven by challenge, change, and teamwork. Typical responsibilities include but are not limited to:

- Maintain accounts receivables, accounts payables and related financial records.
- Computer data entry, report processing and balancing for a variety of accounting applications.
- Process purchase orders, assign accounting codes and verify invoices prior to initiating payments and disbursements.
- Prepare and process payroll including the audit of timesheets, posting of accurate pay codes, hours worked and benefits.
- Prepare journal entries and other accounting system input documents.
- Determine appropriate assignment categories for expenditures, revenue and general ledger transactions.
- Satisfactorily complete any required training courses and pass any associated exams in order to complete the training curriculum.
- Consult with bank personnel, contractors, vendors and others to gather information and to resolve imbalances and discrepancies.
- Compile, prepare, and maintain a variety of statistical and financial data for governmental and internal reports.
- Answer questions regarding accounts receivable procedures, rent collections, Section 8 contract payments, accounts payable, vendor payments.
- Review daily transaction reports.
- Coordinate assigned activities with other staff.
- Perform other duties as assigned.

IDEAL CANDIDATE

The ideal candidate will have solid experience in:

- Accounts payable, accounts receivable, and payroll
- Proficiency in Microsoft Office 365 suite of programs (Excel, Outlook, Teams, and Word)
- 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:

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

REQUIREMENTS

These are entrance requirements for admission to the examination which is competitive. *Possession of the entrance requirements does not assure a place on the eligibility list.* A candidate's performance in the exam will be judged in comparison with the performance of other candidates.

MINIMUM QUALIFICATIONS

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

HACA internal candidates only:

Two (2) years in the classification of Administrative Clerk in the Housing Authority service **and** demonstrated knowledge of elementary accounting principles.

External Candidates:

Education equivalent to the completion of the twelfth (12th) grade and one year of college level elementary accounting courses, **and** two (2) years of increasingly responsible experience administering accounts and compiling a wide variety of fiscal or statistical data and controls.

LICENSE

Possession of a valid California Motor Vehicle Driver's license.

EXAMINATION

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 of 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 interview (worth 90%) and a written exercise (worth 10%) of the candidate's overall score.

The examination will measure an applicant's:

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

EXAMINATION (CONTINUED)

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

COMPENSATION AND BENEFITS

Salary	<p>Employees generally start at Step 1 of the salary range within the assigned classification.</p> <p>The monthly salary range is \$4,277.00 - \$5,083.00 per month.</p>
Vacation & Sick Leave	<p>Accruals are based on 37.5 hour work week schedule (full time). Sick leave accrues at the rate of one-half day per bi-weekly pay period. Vacation is granted annually starting with 2 weeks for the first 3 years of service.</p>
Work Week & Holidays	<p>HACA operates on a 9/75 schedule (offices are closed every other Friday) and on a bi-weekly pay cycle. There are 13 paid holidays and 3 floating holidays.</p>
Retirement (Reciprocity with PERS)	<p>Both 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 9.24% of the employee's eligible salary. Mandatory employee contributions are made through payroll deduction on a pre-tax basis.</p>
Health Insurance	<p>HACA contributes a fixed amount toward employee medical insurance under one of several recognized programs.</p>
Dental	<p>HACA pays the premium for dental insurance for the employee and dependents.</p>
Vision	<p>HACA pays the premium for a vision plan for employee coverage; employees can pay premium for dependents.</p>
Flexible Spending Account (FSA)	<p>Employees may participate in FSA for purposes of paying on a pre-tax basis for those expenses allowed pursuant to Section 125 of the Internal Revenue Code.</p>
Credit Union	<p>HACA employees are eligible to join a Credit Union.</p>
Life Insurance	<p>HACA pays the premium for a group life insurance benefit plan.</p>
Deferred Compensation Plans	<p>Social Security 457 Plan</p>

BACKGROUND CHECK & PRE-EMPLOYMENT PHYSICAL

BACKGROUND CHECK

An applicant's previous employment may be investigated, and references will be contacted. Results of this investigation may be cause for disqualification.

Fingerprints will also be taken for a review of any criminal history. Any record of conviction may be reviewed by the Personnel Committee or Executive Director and may result in termination of eligibility for employment. A conviction record will not necessarily disqualify an applicant from employment. Each case will be given individual consideration based on job relatedness.

PRE-EMPLOYMENT PHYSICAL

All prospective employees must pass a pre-employment medical examination before beginning employment. Offers of employment are conditional upon successful completion of this examination. HACA may disqualify any eligible on the basis of the examining physician's report.

CONTINUE TO NEXT PAGE FOR SUPPLEMENTAL QUESTIONNAIRE



ACCOUNT SPECIALIST SUPPLEMENTAL QUESTIONNAIRE

The purpose of this questionnaire is to provide candidates the opportunity 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 at any time. ***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 the name of your employer, 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 level of experience 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.