



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



735 WEST EVERDING STREET, EUREKA CA 95503
PHONE: (707) 443-4583 FAX: (707) 443-4762 TTY: (800) 651-5111

POSITION: Accounting Specialist I

Application Closing Date: Open until filled

The City of Eureka Housing Authority and the County of Humboldt Housing Authority are seeking an individual to fill the Accounting Specialist I position in the Finance/Administration Department. This is a full-time, year-round position and enjoys all of the salary and benefits of a full-time employee as described in the Housing Authorities Personnel Policy.

Applicants are required to return a letter of interest and resume along with the standard application included in the packet. Please return the completed packet to Heather Humphreys at the Housing Authority office, 735 W. Everding Street, Eureka, California. You may also email a completed packet to heatherh@eurekahumboldtha.org.

The position will remain open until filled. Interviews will be scheduled as soon as possible. A hiring decision will be made after completion of the interviews. At the time of the job offer, the position is available contingent on a successful background check and a work fitness exam.



The Housing Authorities are Equal Housing Opportunity Organizations



EUREKA HOUSING AUTHORITY

Job Description

Job descriptions are written as a representative list of the ADA essential duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.

Job Title: Accounting Specialist I

Date: May 2022

Under the direction of: Accounting Manager

Grade: A - \$3,279 /month

FLSA Status: Non-Exempt

Application Closing Date: Open until filled

SUMMARY

Performs the duties of an accounting specialist within the finance department, process payroll, payables and work order processing. Assist Accounting Manager with other tasks as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Processes accounts payables and payroll.

Prepares payments for rents, security deposits and other tenant charges.

Accepts monies that come into the agency; prepares daily bank deposits, directs deposits to appropriate accounts.

Receives work order requests for repairs to Public Housing owned units.

Scheduling annual inspections for Public Housing owned units and preparing letters for participants.

Places inventory orders and maintains relationships with existing and new vendors.

Maintains a variety of records including organizing and filing.

Reviewing past tenant files to determine debt due to our Agency.

Distributes and processes daily mail.

Assists with preparing mass mailings to tenants and landlords.

Driving to the Post Office, Staples and other various local businesses for errands.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Principles and practices of bookkeeping.

Payroll processing.

Practices and procedures of accounts receivable and cashiering.

Governmental accounting.

PCs and related software.

Ability to:

File and organize.

Perform a variety of responsible duties in an accounting department.

Research data/solutions for projects as they arise.

Communicate effectively verbally and in writing.

Operate a PC and related software including Microsoft Word and Microsoft Excel.

Maintain effective working relationships with other people.

Prepare a variety of complex reports related to accounts receivables.

Drive to the Post Office to drop off mail daily.

Work on-site in office setting.

PREFERRED EDUCATION and/or EXPERIENCE Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

Associate degree and three years of accounting and cashiering experience. Additional education may substitute for work experience.

Valid CA driver's license. CPR and First Aid Certificate.

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 sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, 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.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually quiet.

Housing Authorities of the City of Eureka and County of Humboldt
735 W. Everding Street
Eureka, CA 95503
(707) 443-4583

Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classes. Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. Additionally, you may attach a résumé, but all questions must still be answered.

POSITION APPLYING FOR _____

DIRECTIONS FOR COMPLETING THIS APPLICATION:

1. This application must be printed or typed.
2. All sections of this application must be completed. Items left blank may be cause for disqualification.
3. Additional information may be attached (stapled) to the application.
4. Resumes are not an acceptable alternative to a completed application.

1. NAME: _____
Last Name First Name Middle Name

2. ADDRESS: _____
Street City State Zip

3. PHONE NUMBERS: (_____) _____
Home Business/Cell

4. SOCIAL SECURITY NUMBER: _____

5. Are you authorized to work in the United States on an unrestricted basis: Yes No

6. Do you have any physical ailments or disabilities that may prevent you from performing the duties of the position for which you are applying? Yes No

(Note that passing a qualifying health examination prior to employment is mandatory.)

If yes, please explain: _____

7. Have you been discharged, forced to resign, or rejected during a probationary period from any employment within the last ten years? Yes No

If yes, give name and address of employer, reason for each release and dates of employment: _____

8. Are you required to register as a Sex Offender? Yes No

9. Are you required to register as a Drug Offender? Yes No

10. Have you ever worked for the Housing Authority of the City of Eureka? Yes No
11. Do you have any relatives employed by the Housing Authority? Yes No
12. Do you have a current California Driver's License? Yes No

License No: _____ Expiration Date: _____

Note: possession of a current unrestricted driver's license is mandatory for this job; a DMV printout will be required for finalists.

13. EDUCATION

Name of High School: _____

Dates Attended	Degree Awarded	Date Awarded	Special Areas of Focus

Name of College: _____

Dates Attended	Degree Awarded	Date Awarded	Special Areas of Focus

Name of Other School: _____

Dates Attended	Degree Awarded	Date Awarded	Special Areas of Focus

14. Are you fluent in any languages other than English? If so, please specify:

Language _____ Fluent in: Speaking Reading Writing

Language _____ Fluent in: Speaking Reading Writing

15. Special skills: List any special skills or experience that you feel would help you in the position for which you are applying. _____

16. References: Please list at least three professional references not related to you, with full name, address, phone number, and relationship. If you don't have professional references, then list personal, unrelated (non-family) references.

Name	Address	Phone	Relationship

17. WORK EXPERIENCE: Begin with the present or most recent work experience and account for ALL time during the past five (5) years. Use additional sheets if necessary. Voluntary non-paid experience will be considered if job related.

Employer's Name: _____

Address: _____
Street City State Zip

Duties performed: _____

Salary per month \$ _____ Full time: Part time: Volunteer:

Reason for leaving: _____

Supervisor's name and phone number: _____

Employer's Name: _____

Address: _____
Street City State Zip

Duties performed: _____

Salary per month \$ _____ Full time: Part time: Volunteer:

Reason for leaving: _____

Supervisor's name and phone number: _____

Employer's Name: _____

Address: _____
Street City State Zip

Duties performed: _____

Salary per month \$ _____ Full time: Part time: Volunteer:

Reason for leaving: _____

Supervisor's name and phone number: _____

18. Please explain any periods of non-employment: _____

19. May we contact your present employer? Yes No

20. I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand and agree that misstatements or omissions of material fact will cause forfeiture of my right to employment by the Housing Authorities.

I AUTHORIZE the employers and educational institutions identified in this application to release any information they have concerning my employment or education to the Housing Authorities.

I UNDERSTAND that after a conditional offer of employment has been extended I will be required to provide proof of qualifications and submit to a physical examination (including pre-employment drug testing) and a criminal background check. If upon checking these, it is determined that I do not meet the specific requirements for this job, I understand I will be disqualified.

APPLICANT'S SIGNATURE: _____ DATE: _____