

Sylvester Housing Authority
Job Description

Position Title: Administrative Assistant

Job Status: Exempt

Reports To: Director of Housing Service

Grade: 18

Position Summary

Under the direction of the Director of Housing Service, this staff support position performs a variety of administrative and clerical duties for the agency. Some functions include those of a receptionist, secretarial and clerical assignments, and others include some accounts payable and payroll functions.

This position provides coordination and oversight of all payments for the purchase of goods and services and other related general accounting tasks, as required. This position shall also serve as the Administrative Assistant to the Chief Executive Office and from time to time, shall provide backup and other support services to the Occupancy Specialist as needed.

Essential Functions

The primary responsibilities of this position include but are not limited to the following:

1. Review all invoices and purchase orders for appropriate documentation and approval prior to payment.
2. Maintain an accurate filing system for all invoices and vendor information.
3. Record accounts payable check log for back reconciliation and audit purposes.
4. Respond to all vendor inquiries in a timely manner.
5. Reconcile vendor statements, research and correct discrepancies.
6. Perform clerical duties associated with accounts payable.
7. Prepare check requests and issue checks for payments and refunds as required, obtain all signatures for checks and distribute appropriately.
8. Maintain files and documentation thoroughly and accurately in accordance with company policy.
9. Complete various reconciliation of payments as required.
10. Prepare analysis of accounts as required.
11. Monitor accounts to ensure payments are up to date.
12. Complete accounts payable transactions and process as required.
13. Maintain appropriate records and files and other documentation for areas of responsibility. I.e., purchase orders, bank statements, etc.

14. Complete various bank and account reconciliations as required.
15. Maintains schedule of maintenance contracts and leases for office and other equipment.
16. Answer the telephones and serve as secretary and receptionist for the main office.
17. Types correspondences; prepares and compiles reports which include gathering data from relevant sources and classifying that data in proper order for distribution.
18. Collect and account for rents as required.
19. Performs other duties as assigned by the supervisor.

Education

An Associates Degree in business administration or a related field, or equivalent experience is required.

Experience

Must have at least 3 years of administrative and/or financial experience in an affordable housing environment. Some experience in accounts payable and payroll processing is desired. Other general office experience is desired.

Knowledge and Skills

1. Must have excellent interpersonal skills and the ability to communicate effectively, verbally and in writing. The ability to effectively communicate and interact with people from a broad range of socio-economic backgrounds is required.
2. The ability to establish and maintain effective working relationships with coworkers, vendors, consultants, contractors, residents, HUD, USDA, and local, state, and federal officials is required.
3. Should have a sound understanding of accounts payable and payroll processes and practices.
4. Must be well organized with strong attention to details.
5. Must have strong computer skills.
6. A minimum of two years of experience in general office procedures or some related field is required. Any combination of education and experience will be considered.

Physical Requirements

1. Must be physically able to access all housing units, common areas, and grounds as required for inspection and other related purposes.
2. Must be able to lift and carry up to 25lbs on a periodic basis.

3. Must be able to sit and stand for periods of time necessary to carry out the functions of the position.

Other Requirements

1. Must possess a valid State of Georgia motor vehicles operator's license.
2. Must be able to be covered under the Housing Authority's fidelity bond.
3. Must be able to travel as required to attend meetings, conferences and training.
4. Must remain current on industry trends and practices.