

**HOUSING AUTHORITY**  
of the  
**COUNTY OF CONTRA COSTA**  
3133 Estudillo Street \* P.O. Box 2759 \* Martinez, California 94553  
(925) 957-8000



**EMPLOYMENT OPPORTUNITY**

**SENIOR ACCOUNTS CLERK**

**OPENED: August 28, 2006    FINAL APPLICATION DATE: September 22, 2006**  
**(Postmarks are not accepted)**

**POSITION:**  
**SENIOR ACCOUNTS CLERK**

**SALARY RANGE:**  
**\$3,335 - \$4,044**  
**(5 Steps)**

**THE POSITION:**

Under direction, perform specialized and complex bookkeeping and related clerical work in direct support of accounting activities and to do other related work as required. The work hours are 40 hours per week.

**WORKSITE:**

Central Office  
3133 Estudillo Street  
Martinez, CA 94553

**DISTINGUISHING CHARACTERISTICS:**

This classification is the specialist level of the accounting clerical classes, providing specialized and complex clerical services within the Finance Department, requiring an in depth knowledge of departmental and Authority rules and regulations. This classification deals with other departments and other agencies concerning the most technical and non-routine accounting clerical matters. It is distinguished from the Junior Accounts Clerk classification by the responsibility for dealing with the more specialized and complex, as opposed to the routine and difficult, accounting clerical matters and for the periodic exercise of independent judgment.

**SUPERVISION RECEIVED AND EXERCISED:**

Operates under the direct general supervision of the Accounting Supervisor.

The Senior Accounts Clerk exercises no supervision over other Authority employees.

**ESSENTIAL JOB FUNCTIONS:** Duties include, but are not limited to, the following:

- Perform a variety of clerical accounting duties in connection with the processing and recording of fiscal and statistical data.
- Keep records and prepare detailed statements, reports, and analyses of financial and statistical transactions.
- Assist in the preparation and filing of accounting, financial, and/or statistical reports.
- Prepare financial data for computer input.
- Operate a personal computer and computer video display terminal to enter and verify a wide variety of data from coded and/or uncoded source documents including accounts payable, dwelling management, general ledger, inventory control, and purchase orders.
- Perform all payroll duties. Enter employee payroll data, leave accruals, deductions and any liens into payroll system and transmit the payroll.
- Calculate integrated wages; prepare payroll spreadsheets and journal entries.
- Responsible for start-up, shut down, and back-up of computer systems.
- Generate and distribute checks and reports by use of electronic printer.
- Assist in the development and implementation of financial and statistical record keeping procedures.
- Make computations requiring continuing judgment in the interpretation of complex regulations.
- Prepare a variety of complex statistical reports and other accounting records, as directed.
- Post, balance, and reconcile tenant and landlord accounts.
- Process contracts and leases, reviewing them for completeness and accuracy. Review incoming and outgoing work for accuracy and completeness, code expenditure documents, review comments authorizing expenditures from various funds and accounts for conformance to existing standards and procedural requirements.

- Check with appropriate personnel regarding miscoded or incomplete documents. Reconcile various control accounts and bank accounts.
- Initiate journal entries.
- Maintain records on tenant and landlord activities and historical records of fixed assets.
- Maintain and balance ledgers.
- Notify service representative when computer maintenance is required. Inventory computer supplies.
- Operate office equipment incidental to the performance of duties, including a personal computer. Enter and extract data and other information from the computer.
- Assist in the training of other clerical accounting personnel.
- Maintain good rapport with Authority clients, the general public, and all Authority staff.

**OTHER JOB FUNCTIONS:**

- Perform related duties as assigned.

**SPECIAL REQUIREMENTS:**

Knowledge of – Double entry bookkeeping practices and procedures, and terminology. Legal provisions governing revenues and expenditures. General modern office procedures and equipment as they relate to financial record keeping. Preparation of financial statements. Correct use of oral and written English and proper grammar, spelling, and punctuation. Use of personal computer. Basic Authority organization, Public housing programs, and Authority rules and regulations pertaining to fiscal matters.

Ability to – Prepare financial statements. Operate adding, calculating, bookkeeping machines, and/or a computer video display terminal. Write neatly and legibly and type/keyboard accurately. Work and make decisions on procedural and technical matters with minimal supervision. Maintain confidentiality. Prepare and maintain accurate, concise records and reports. Establish and maintain effective working relationships with the public and employees. Provide information to the general public about Authority programs and activities. Communicate clearly and effectively both orally and in writing. Operate a personal computer using various Windows-based applications programs, including Excel and Word.

Licenses and Certificates – None required.

California Driver License - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

Physical Abilities and Work Environment – Sit for lengthy periods of time in a standard indoor office environment. Have manual dexterity enabling manipulation of a telephone and operation of keyboard equipment and other office equipment.

Other – Provide proof of US citizenship or, if a non-citizen, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- Will be required to take a pre-employment physical examination.
- Be bondable.
- Union dues and initiation fees, or service fees equal to the amount of monthly union dues, are required of employees who are in positions represented by a collective bargaining unit.

**MINIMUM QUALIFICATIONS:**

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience – Three (3) years of full-time experience in the preparation and processing of accounting documents and in the maintenance of accounting records.

Education – Graduation from an accredited high school, or possession of an equivalent certificate or diploma recognized by the State of California (e.g. G.E.D.). Possession of an Associates Degree, or two full academic years of training, from an accredited college or university with a major in accounting, finance, or business administration, or related field, or two full academic years of training at a certified business school, may be substituted for one year of experience.

**THE HOUSING AUTHORITY'S MISSION:**

The mission of the Housing Authority of the County of Contra Costa is to develop, manage, maintain, and expand the availability of affordable housing for low and moderate-income families and individuals.

**EMPLOYEE BENEFITS INCLUDE:**

- HEALTH and DENTAL INSURANCE: The cost of these insurances is shared between the Housing Authority and the employee.
- RETIREMENT: The Housing Authority participates in the Contra Costa County Employees' Retirement Association.
- VACATION: Regular employees are eligible for 15 days vacation per year. Vacation is accrued at the rate of 10 hours per month for the first 10 years. The annual accrual increases each year after the 11<sup>th</sup> year.
- SICK LEAVE: Employees can earn 12 sick leave days per year.
- PAID HOLIDAYS: Regular employees receive 10 paid holidays throughout the year.
- FLOATING HOLIDAY / PERSONAL HOLIDAY: Employees are eligible for 3 days of personal holiday time off.
- DISABILITY LEAVE AND WORKER'S COMPENSATION. The Housing Authority participates in the State Disability Insurance Program and the California Housing Workers Compensation Authority.

**SELECTION PROCEDURE:**

An official Housing Authority application is required and may be obtained by accessing our online application at [www.contracostahousing.org](http://www.contracostahousing.org) or by calling our job hotline at (925) 957-8015 and requesting one be mailed to you. Return the completed application by the deadline stated below:

HACCC  
ATTN: Human Resources  
P.O. Box 2759  
Martinez, CA 94553

**Applications must be received by the final filing date noted below. Resumes may not be substituted for the official application and late applications will be disqualified. It is the applicant's responsibility to allow for adequate mail and delivery time.**

A Screening Committee will review the applications. To be considered, applicants must possess the knowledge, skills and abilities listed on the job description. Those candidates whose applications clearly show that they are better qualified among those competing, in terms of relevant training and experience, will be invited to continue in the selection process. Applicants meeting the minimum qualifications are not guaranteed advancement through any phase of the selection process. The selection process may consist of an evaluation of the applicant's qualifications, panel interview, practical exercise and/or internal interview. Final selection will follow the interview process.

An Eligibility List will be established following the interview process. The eligibility list will continue for a period of at least six (6) month.

**FINAL FILING DATE:**

4:30 p.m., September 22, 2006  
Job # 06-21  
Distribution: Open to the public

***EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***