

ACCOUNTING & FINANCIAL ASSISTANT MANAGER
Full-Time Position

- 1) Back-up Financial Services Manager and Special Programs Manager as needed.
- 2) Payroll
 - a) Prepare payroll bi-weekly for all staff
 - b) Provide all necessary reports to the state & federal government
 - c) Submit and prepare all retirement and other benefit providers reports and payments
- 3) Cash Management
 - a) Reconcile and prepare all deposits for Owned Housing Units
 - b) Reconcile and prepare all deposits for Section 8 pay-back, rent and non-reported income
 - c) Monthly bank reconciliation
 - d) Other duties as needed by the Financial Services Manager
- 4) Accounts Payable
 - a) Process all accounts payable including Housing Assistance Payments
 - b) Review payments for accuracy
 - c) Print and disperse checks
 - d) Prepare 1099's
 - e) Manage vendor files and W9's
- 5) Human Resources
 - a) Complete all new hire documentation and assure completion of all benefit forms relating to new hires
 - b) Oversee all benefit programs, including medical, dental, retirement, and life insurance programs
 - c) Maintain all personnel records, both hard copies and computer files for each employee
 - d) Maintain schedule of merit increases and ensure that they are completed in a timely manner
 - e) Assist in administering and monitoring agency insurance and employee benefit plans

- 6) Essential Administrative Duties
 - a) Perform assigned task under CEO's direct supervision
 - b) Website and Social Media experience
 - c) Compile information and financials for special reports
 - d) Handle all board meeting functions
 - e) Monitor personnel and payroll records

- 7) Other Administrative Duties
 - a) Grant writing, management, and reporting
 - b) Order supplies
 - c) Cross train to fill in for all positions including front desk duty
 - d) Perform other related duties as required

Hours: 40 hours per week in a 4-day work week, Monday – Thursday.

Minimum Requirements: A two-year accounting degree from an accredited university or college and at least one year related experience, or 2 years of related accounting experience demonstrating a comprehensive working background in all phases of accounting for a business or governmental entity. Government accounting experience desirable.

Employment Requirements: Applicants receiving a conditional offer of employment will be required to show an original social security card, valid driver's license, legal resident status, submit to a pre-employment drug screen and additional background.

Pay and Benefits: Starting pay is negotiable depending on experience. Medical and dental insurance, paid time off, holiday leave, life and AD&D insurance.

Application Procedure: Please submit a resume with a cover letter to Provo City Housing Authority office, Provo Utah 7am to 6pm Monday – Thursday or email to cdaley@provohousing.org. All applications must be received by September 9th, 2021. Call 801-900-5676 for more information.

Equal Opportunity Employer