

Nevada Affordable Housing Assistance Corporation

JOB DESCRIPTION

POSITION TITLE: Accounting Clerk

CLASSIFICATION/STATUS: Non-exempt / Hourly

REPORTING RELATIONSHIP: 1. Senior Accountant 2. CEO/COO

POSITION SUMMARY: This position is primarily responsible for ensuring coordination of activities with contracted servicers & vendors. The Accounting Clerk will be responsible to ensure servicers & vendors are meeting expectations, following protocols, and providing service as outlined in their contractual responsibilities. The Accounting Clerk will be providing expertise and direction to vendors as needed by performing the following duties.

RESPONSIBILITIES AND DUTIES:

1. Enroll vendors in portal.
2. Assist Servicers with Secure File Transfer Protocol (SFTP) site access.
3. Manage and maintain Servicer Participation Agreements (SPAs).
4. Escalate all issues unresolved to NAHAC leadership.
5. Research and reconcile accounts.
6. Reconcile QuickBooks and other accounting systems on a regular basis and notify management of any discrepancies.
7. Handle receivables and payables.
8. Handle purchase orders and work orders for supplies and services.
9. Handle banking duties as directed.
10. Work with and support all accounting staff when needed.

The duties and responsibilities described above may provide only a partial description of this position. This is not an exhaustive list of all aspects of the job. Other duties and responsibilities not outlined in this document may be added as necessary or desirable, with or without notice.

QUALIFICATIONS AND REQUIREMENTS:

1. High school diploma or equivalent.
 2. 3-5 years of experience in loan processing and closing activities preferred.
 3. Well-developed ability to manage multiple tasks/projects and deadlines simultaneously.
 4. Proficiency in Microsoft Word, Excel and Outlook.
 5. Strong verbal and written communication skills.
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PHYSICAL DEMANDS:

The physical demands 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 of the position.

1. The individual is required to regularly sit at a computer and enter data for extended periods of time.
2. The individual is required to listen and talk to individuals and before groups in the performance of the job.
3. The individual is regularly called upon to deal with stressful situations and a high work volume.
4. The individual is regularly required to stand, walk and drive for extended periods of time.
5. The individual is occasionally required to bend, stretch and use hands to handle or feel objects, tools or controls and to reach with hands and arms.
6. The individual is occasionally required to lift up to 25 lbs.

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7. Position requires some travel and scheduling flexibility.

JOB DESCRIPTION ACKNOWLEDGMENT:

I have received a copy of my job description dated _____. The job description describes duties and responsibilities which apply to me. I agree to read the job description and understand it may be amended as company conditions or requirements necessitate. In that case, changes will be communicated to me.

Employee Signature

Date

Employee Name (printed)

Date

Supervisor Signature

Date

Please keep a copy for your records

DRAFT