

# Northern Ponca Housing Authority

Providing Homes, Creating Communities, Changing Lives



Position Title:	Finance Assistant
Department:	Finance
Reports To:	Director of Finance
Classification:	Full-time
Status:	Non-exempt
Salary Range:	\$14.00 - \$19.00 hourly
Location:	Norfolk, NE
Hours of Work:	Monday through Friday, 8:00am-4:30pm, variations in days and time as needed
Approval Date:	9/9/22

## Job Function:

Incumbent performs an integral role in performing bookkeeping transactions as assigned. Primary responsibilities include payroll, account payable/receivables, and procurement. This position reports directly to the Director of Finance within the Administrative Department; and will assist with discrete monthly bookkeeping functions and special projects.

## Essential Responsibilities and Duties:

1. Processing paperwork for new employees and entering employee information into the payroll system
2. Verifying attendance, hours worked, pay adjustments, and posting information onto designated records
3. Computing wages and deductions, and entering data into computers
4. Recording employee information, such as exemptions, transfers and resignations, to maintain and update records
5. Processing and issuing employee paychecks and statements of earnings and deductions
6. Keeping track of leave time, such as vacation, personal and sick leave for employees
7. Issuing and recording adjustments to pay related to previous errors or retroactive increases
8. Issue annual W-2s and calculate state and federal payroll taxes due for each payroll. File and pay payroll taxes in a timely manner.
9. Maintain up-to-date and accurate payroll record files for all NPHA employees
10. Prepare bills and invoices for sales or services rendered. These payment requests list information such as a description of the product or service, the date of the transaction and price.
11. Record payments by entering them into the accounting software.
12. Prepare cash and check payments for bank deposit. This usually requires totaling and recording the deposit amounts, filling out deposit slips, and bundling the funds and slips.
13. Maintain Accounts Payable system, including disbursements, vendor records and contract files.
14. Review internal check requests and invoices as well as prepare checks, ACH's and wire transfers.
15. Maintain an organized filing system of open and paid invoices by vendor, maintain check run reports and blank check stock.
16. Works within Procurement Policy to assure all program purchases are in compliance with Federal Regulations.
17. Travel arrangements for staff, including conference/training registration, lodging, transportation, calculating per diem/mileage, and travel authorization request forms.

## Secondary Functions:

1. Assist in reconciliation of the accounts receivable ledger to ensure that all payments are accounted for and properly posted. Research any discrepancies by checking bills, invoices, sales receipts and bank deposit records. You may perform this duty daily, weekly or monthly.
2. Assist with preparation for annual audit.
3. Assists in the development of the annual Indian Housing Plan, and Annual Performance Reports.
4. Assists in the preparation of financial reports for the Executive Director and/or Board of Commissioners.
5. Assists with various annual financial reports as needed.
6. Able to perform additional more complex duties in the absence of the Finance Coordinator.

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### Knowledge, Skills, and Abilities:

1. Current and working knowledge of bookkeeping tasks.
2. A general knowledge of GAAP (Generally Accepted Accounting Principles).
3. Experience processing Accounts Payable, Accounts Receivable, Payroll, and Payroll reporting.

### Relationship and Authority

No supervisory responsibilities.

### Requirements and Qualifications:

- Self-starter with strong interpersonal and research skills.
- Strong written and oral skills with proven record of attention to detail, ability to manage multiple tasks, and meet deadlines.
- Strong computer skills in MS Word, Excel, Outlook, accounting system software, & Electronic Time tracking systems.

### Desirable Qualifications:

- Associates degree in accounting, finance, business, or a related field OR 2-3 years performing bookkeeping tasks.
- Four or more years of experience performing bookkeeping tasks.

### Physical Requirements/Working conditions:

1. 100% business office, occasional lifting up to 30 lbs., and sitting for the duration of eight (8) work hours.

### NPHA Requirements:

1. Ability to follow policies and procedures, such as personnel, safety, housing, maintenance, etc.
2. Ability to establish and maintain effective relationships with NPHA staff, contractors, tenants, and tribal members.
3. Ability to understand and relate to Native American traditions, customs, and socioeconomic conditions.
4. Works as a team to develop a "best practice" approach in housing functions.
5. Must be able to work with little or no supervision.
6. Must have a valid Driver's License and be insurable throughout the duration of employment.
7. Comply with drug and alcohol free workplace policies.
8. Successful completion of background screens.

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.

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Employee Name

Signature

Date

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Supervisor Name

Signature

Date