

FISCAL COORDINATOR

Reports To: Executive Director

Position Grades: 5 through 8

Position Summary:

Responsible for fiscal operations including accounting, financial reporting, property assets and human resources. Duties require knowledge of current accounting techniques, Housing Authority policies and procedures, and pertinent Federal, State and Department of Housing and Urban Development rules, regulations and reporting requirements. Work is performed under the general supervision of the Executive Director.

Essential Functions:

1. Provides the maintenance of all accounting and fiscal records for the Housing Authority involving several sets of financial data.
2. Directs the proper disbursement of all funds for purchases, contracts, payrolls and other necessary expenditures.
3. Inputs data for all journal voucher entries pertaining to day-to-day operations as well as monthly general ledger journal entries.
4. Works with the agencies Fee Accountant and Assists Auditors in the preparation of the Authority's financial statements.
5. Assists Executive Director in budget preparation for all Housing Programs.
6. Assists Executive Director in preparation and distribution of HUD financial and statistical reports as required.
7. Prepares or assists in the preparation, calculation and recording of statistical and/or financial data, reports and/or statements.
8. Prepares and submits Federal and State of Missouri reports and returns as required for: tax, employee, social security and retirement.
9. Prepares and maintains all employee time, attendance and payroll records.
10. Maintains office inventory control of supplies and equipment.
11. Handles all tenant/resident complaints and incident reports, police reports, including file documentation.
12. Performs other various duties as assigned by the Executive Director.