

## AKRON METROPOLITAN HOUSING AUTHORITY

**Job Title:** Fixed Asset/Accounting Coordinator  
**Reports to:** Financial Analyst  
**Department:** Finance  
**Date:** June 2012  
**FLSA Status:** Non-exempt

### **General Purpose:**

The Fixed Assets/Accounting Coordinator ~~Account Clerk~~ is responsible for overseeing the monthly posting and balancing of all fixed assets and posts all subsidiary ledgers to the monthly general ledger, management of the monthly and annual fixed asset inventory process, documentation of inventory procedures, and training of inventory procedures.

### **Essential Duties and Responsibilities:**

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- 50% Accurately post all monthly fixed asset transactions. This responsibility includes adding, assigning sending out ID tags, deleting and transferring monthly transactions in the fixed asset module. Creates and posts the monthly depreciation . Follows up on a timely basis on missing assets and promptly resolves any anomalies. Researches found assets and posts appropriately. Communicates with supervisor routinely regarding missing and found inventory process, including processing of inventory worksheets, ensuring that managers provide up to date inventory information, inputting inventory data, and resolving all inventory discrepancies. Notifies appropriate management of specific inventory anomalies, and conducts field work to investigate and resolve inventory discrepancies as well as spot check completed inventories. File fixed asset and depreciation reports. Process monthly appliance inspections.
- 38% Accurately post the monthly general ledger. This responsibility includes accurately keying a variety of cash receipts for all bank book entries; keying all monthly manual/recurring general ledger entries; prepare, develop and post monthly entries from Excel/Word spreadsheet; balance a variety of accounting modules prior to the monthly general ledger interface; balance various accounts after posting. File bank and general ledger reports. Prepare and format spreadsheets and reports (such as antenna leases, beauty shop, 3<sup>rd</sup> floor and Cascade rent). Import I/C inventory, credit card and payroll imports.
- 2% Develop and updates standard fixed asset accounting procedures. Ensures fixed asset user manual is up to date and disseminated to managers. Conduct training of end users to ensure that fixed asset procedures are followed consistently, such as the proper documentation of new, transferred or scrapped inventory items, proper methods for taking inventory, and end-user's responsibility to safeguard AMHA assets.
- 5% Assist and provide reports and back-up information to the Auditors for the preliminary and annual audit, including updating and providing accurate spreadsheets as necessary, explain and provide back-up documents, and provide fixed asset lists and depreciation schedules.

- 2% Make necessary corrections to the payroll system input prior to importing to the general ledger to ensure that the labor distribution reflects the proper account combinations.
- 2% Accurately prepare and post monthly invoices for services to various vendors.
- 1% Miscellaneous:
  - Act as back-up for processing utility payments.
  - Other duties assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Competencies**

Demonstrates an ability to multitask, organize and prioritize effectively; remains flexible in a variety of situations and can work on a team or independently; demonstrates accuracy and attention to detail and provides accurate data and figures; accounting knowledge.

**Minimum Qualifications, Education and Certifications:**

High school diploma (or equivalent) and three to five years' accounting/bookkeeping experience. Must be proficient in utilizing computer software programs, and have demonstrated experience with accounting systems.

**Physical Requirements.** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Physical demands may include kneeling, reaching, pushing, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking, lifting up to 10 lbs. and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.

**Working Conditions.** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

Office environment.

**Employee Understanding:**

The above job description was received, read and understood by me.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.