

**AKRON METROPOLITAN HOUSING AUTHORITY**

**Job Title:** Fixed Asset/Accounting Coordinator  
**Reports to:** Finance Director  
**Department:** Finance  
**Date:** August, 2003  
**FLSA Status:** Non-exempt

**General Purpose:**

The 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:**

- 45% Accurately post all monthly fixed asset transactions. This responsibility includes adding, deleting and transferring monthly transactions in the fixed asset module. Accurately calculate manual depreciations on exceptions and runs the monthly depreciation schedule. 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.
- 35% Accurately post the monthly general ledger. This responsibility includes accurately keying all cash receipts (bank book) entries; keying all monthly manual/recurring general ledger entries; prepare, develop and post monthly entries from Excel/Word spreadsheet; balance all accounting modules prior to the monthly general ledger interface; balance various accounts after posting.
- 10% Develops and updates standard fixed asset accounting procedures. Ensures fixed asset user manual is up to date and disseminated to managers. Conducts 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.
- 2% Makes necessary corrections to the payroll system input prior to interface with the general ledger to ensure that the labor distribution reflects the proper account combinations.
- 3% 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.
- 4% Accurately prepare and post monthly invoices for services to various vendors.
- 1% Miscellaneous:
  - Operate check signing machine.
  - Act as back-up for processing utility payments.

**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.