

November 2025

**FLSA: NON-EXEMPT
CONFIDENTIAL POSITION**

ACCOUNTING SPECIALIST II

DEFINITION

Under general supervision, performs a variety of routine to complex technical and administrative account support duties in the preparation, maintenance, and processing of accounting records and transactions, including general ledger accounting, financial reporting, accounts payable, accounts receivable, and collections processes; establishes and maintains detailed and accurate vendor, landlord, tenant and financial records; performs a variety of financial processing activities including vendor and Section 8/Housing Choice Voucher Housing Assistance Payment (HAP) production; consolidates outsourced management financial statements, draws and disbursements on housing development projects and prepares a variety of reports on a scheduled basis; produces the Housing Authority's payroll including insurance, retirement and leave accrual adjustments; maintains detailed and accurate employee and financial records; performs a variety of financial processing activities including vendor and Section 8/Housing Choice Voucher accounts payable payment production; reconciles and maintains manual and computerized accounting and financial records; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Finance/Chief Financial Officer and/or the Controller/Assistant Director of Finance. Exercises no supervision of staff. May provide technical and functional direction and training to less experienced staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Accounting series, which is flexibly staffed. Incumbents perform the full range of technical work in all of the following areas: general ledger accounting, financial reporting, accounts receivable, accounts payable, payroll, and Section 8/Housing Choice Voucher Housing Assistance Payments and Portability, in addition to performing a wide variety of financial reporting, cash management, record keeping, reconciliation, and accounting support activities. Positions at this level are distinguished from the entry-level Accounting Specialist by the performance of the full range of duties as assigned, working independently on more complex assignments and accounting projects, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Development Accounting Officer and Accounting Officer in that the latter is responsible for more complex and higher-level technical and professional accounting work, exercises a higher level of discretion and independent decision-making, and provides greater technical and functional direction to lower-level finance support staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Verifies, posts and records a variety of financial transactions through journal entries from internally sourced (e.g., acquisitions or transfer of legal entities) and externally sourced transactions (e.g., 3rd party property management monthly financial packages); prepares and maintains databases, records, and a variety of periodic and special financial and accounting reports; generates reports by computer and reconciles them appropriately and timely for distribution to leadership or other departments
- Maintains a variety of ledgers, registers, and journals according to established account policies and procedures; reconciles transactions through a monthly checklist; records changes and resolves differences; maintains the accuracy of accounting and financial records. Prepares variance analysis as directed.
- Reviews source documents for accuracy, receipt of necessary information, and compliance with rules, regulations, and procedures; determines proper handling for compliance.
- Reviews, verifies codes, and batches accounts payable transactions; processes claim vouchers and purchase order requisitions and ensures all documentation is provided; researches and resolves discrepancies and unauthorized payment requests and purchases; confers with vendors and departments as necessary; checks allocations against department budget appropriations; reconciles and updates vendor accounts with payments and balances.
- Processes payments in batches and logs batch reports as appropriate; reviews documentation for payment, including contracts, resolutions, and insurance documents and ensures purchase orders are created; enters and verifies data into the automated accounts payable system to produce payment; prepares payments for mailing or through electronic payment.
- Sets up new vendor accounts in database; obtains and maintains necessary tax information and paperwork from vendors and reviews for accuracy against the IRS database; prepares vendor invoice tracking; inputs vendor invoices and prints checks; transitions vendors from checks to ACH/electronic payment; totals and balances accounts; maintains W-9 forms electronically and prepares and processes annual and 1099 NEC and 1099 MISC forms. Ensures all tax identification numbers tie accurately to reports.
- Prepares accounts receivables month-end close, including reconciliation of various reports; analyzes aged accounts receivables records and escalates to appropriate parties to ensure active collectability.
- Performs payroll processing functions including review of timesheets; processes, prepares and audits a variety of reports such as payroll batching reports, error reports, payroll registers, periodic tax returns and reports, personnel action forms, paid time-off accruals and payouts, annual W-2 forms, rate schedules, and payroll schedules. Liaise with outsourced payroll company, CalPERS and other benefits companies to resolve issues. Monitor and project general fund cash balance account to ensure sufficient funds for payroll and disbursements.

- Maintains records of employee payroll deductions and other factors related to payroll; prepares reports and payments for various tax, financial and insurance organizations.
- Prepares and submits payroll vouchers for payment, including garnishments, retirement contributions, special funds, and benefit premiums. Liaise with the FTB and IRS as needed.
- Assists residents, departments, and Housing Authority staff by providing answers and information regarding specific account and/or payroll-related information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding specific transactions; and updates related files and departments on action items to ensure appropriate close out or hand off
- Assists with the year-end closing process (for both June 30th fiscal and December 31st year end legal entities) and supports the audit and tax reporting process for AHA, AAHC and ICD, including internal control cash receipt and disbursement testing, review of resident subsidy schedules for HCV testing, support of transactions. Track all LLC and LP financial reporting/tax for Federal and State and work closely with other departments to ensure compliant reporting.
- Coordinates, prepares and processes budgets, timesheets and invoice packets for various grant sources including but not limited to Federal, State, County and City of Alameda sources. Analyzes and reports on grant expenditures to date and projected for year.
- Completes various projects relating to asset management, including but not limited to monthly financial analysis and use of reserves.
- Prepares and monitors budget programs, income and expense categories of assigned departments of the agency or specific affiliate(s). Assesses expenses against contracts, and alerts management of any overruns.
- Assists Director of Finance/Chief Financial Officer and Controller/Assistant Director with other special projects as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping, including US GAAP financial reporting, accounts receivable, accounts payable, and payroll.
- Business arithmetic and basic financial and statistical techniques.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to work, including accounting software programs, email, word processing and spreadsheet software. Experience with Yardi or housing related software and intermediate Excel knowledge preferred.
- Written and spoken English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Housing Authority staff.

Ability to:

- Maintain the confidentiality of sensitive personnel, tenant, vendor, and accounting information.

- Perform detailed accounting work and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple requests for service.
- Interpret, apply, and explain policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, and financial computations using Excel and other software.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work, including computerized accounting systems, scanning systems, and benefits and payroll systems.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. Typical ways to obtain the required qualifications would be:

- Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field; or
- Equivalent to graduation from a two-year college including some relevant finance, business or accounting classes plus at least two year's of relevant experience in general ledger accounting, financial reporting, accounts payable, accounts receivable or payroll; or
- Minimum of four years of relevant experience in general ledger accounting, financial reporting accounts payable, accounts receivable or payroll, including hands on experience with a large scale accounting software.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid driver's license by time of appointment. Must be able to be insured under AHA's owned automobile insurance policy.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to

access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.