

## HOUSING AUTHORITY OF THE CITY OF COZAD

### JOB DESCRIPTION ADMINISTRATIVE ASSISTANT/SECRETARY

The Administrative Assistant/Secretary position oversees the day-to-day activities of the general office and performs secretarial duties for the Executive Director. The Administrative Assistant/Secretary is responsible for supervision and assistance to the Executive Director of the general office staff, updating and maintaining policy and procedures. The Administrative Assistant/Secretary provides and/or assists the Executive Director in training of office staff.

**LINE OF AUTHORITY:** The Administrative Assistant/Secretary reports directly to the Executive Director.

#### **QUALIFICATIONS/SKILLS NEEDED:**

- ~Minimum high school diploma or equivalent (GED).
- ~Business School at least one year (preferred) with one-two years office experience.
- ~People Skills, firmness, compassion and discretion.
- ~Ability to work well with others (both staff and clientele).
- ~Willingness to be cooperative, considerate, and understanding of the elderly and other program participants and general public.
- ~Must be flexible.
- ~Must possess good judgment and initiative.
- ~Must have good organizational and detail oriented skills.
- ~Must possess computer experience. (Preferred computer skills relating to Lindsey Software, Microsoft Word, Excel and Publisher).
- ~Experience using adding machine
- ~Experience/operational skills of copy machines, fax machine, telephone, postage machine (meter), shredder, TDD and other various office equipment.
- ~Must possess good oral and written communication skills.
- ~Experience and knowledge of general bookkeeping and accounting procedures.
- ~Experience and knowledge of secretarial/Executive Secretarial duties.
- ~Prefer (not required at initial hiring) working experience and knowledge of HUD Programs and Regulations for Public Housing, Section 8 Voucher Program, FmHA/HUD Assisted, Tax Credit developments and USDA programs.
- ~Must be able to keep Confidentiality
- ~Must have a valid Nebraska Driver's License.

#### **GENERAL DUTIES/RESPONSIBILITIES:**

- ~Responsible for day-to-day operations including accounting procedures.
- ~Responsible for accounting process of all monies received/paid out by the Housing Authority, Development Corporation, Park Plaza and other projects/properties under the Housing Authority management.
- ~Responsible for Monthly Closing (computer) and assists with monthly, quarterly and year end reports.
- ~Responsible for/assists in preparation and sending monthly reports/information to the Fee Accountant.
- ~Assists/Responsible for preparation and sending of W-2's and 1099's; Nebraska Use Tax; and FICA, OASDI and withholding taxes for the Housing Authority and Housing Authority employees.

- ~Responsible for reporting of Unemployment information.
- ~Responsible for preparation and sending Notices for Non-payment of rent, late charges, and other notifications of outstanding balances or credit balances.
- ~Responsible for rent collection, bank deposits, and Deposit Breakdown in absence of a receptionist/office clerk.
- ~Responsible for billing reimbursable expenses, management fees and other charges pertaining to operations of the Housing Authority.
- ~Responsible for monitoring and ordering of general office supplies, check stock and various other items as need or requested and approved by staff and Executive Director.
- ~Responsible for reviewing invoices, coding and preparing appropriate vouchers for invoices to be paid and check preparation.
- ~Assists in monitoring of checking accounts, reconciling and reporting necessary information to the Executive Director.
- ~May assist in the monitoring of Certificates of Deposit for expiration dates and current interest rates.
- ~Responsible for notification of Board Meeting to Tri City Trib (Legal Notice).
- ~Responsible for preparing and sending Board of Commissioners Agenda and packets prior to the board meeting; this includes a copy of agenda/minutes to the City Office.
- ~Responsible for maintaining Official Minute Book(s), Resolutions, and Resolution Index.
- ~Schedules and monitors appointments for the Executive Director.
- ~May assist with payroll and related reports (monthly, quarterly, annually).
- ~May assist/be responsible for reporting electronically monthly 50058's, 50059's, 52670's and 1944-8's (in absence of Program Assistant/Occupancy Specialist).
- ~Types statistical reports, bids and bid tabulations, policies and policy revisions, general correspondence, speeches and any and all other information as may be required for the Executive Director and the general operations of the Housing Authority.
- ~Assists/responsible for information relating to personnel records and other confidential records, including recording of leave reports (manual report).
- ~Screens/handles important telephone calls in the Executive Director's absence.
- ~Continues to stay current with program updates, changes and revisions, assists in the implementation of program changes/revisions, updates, assists other office staff with program changes/revisions/updates, etc.
- ~Assists/responsible for maintaining and updating Inventory Records.
- ~Attends workshops, seminars, and meetings related to Housing Programs and accounting as needed or requested by the Executive Director.
- ~May assist in supervision of general office staff for procedures/policy, etc.
- ~Performs other duties as may be assigned by the Executive Director

**An Equal Opportunity Employer**