

# AURORA HOUSING AUTHORITY

**Job Title:** Finance Specialist

**FLSA Status:** Exempt

**Reports to:** Executive Project Manager

**Department:**

**Position Summary:** The Finance Specialist is responsible for accounts payables and receivables for all AHA and related entity programs. Proper records of accounts must be maintained in the AHA accounting system.

### Essential Functions:

- Maintain all client account statements including receipting payments received via the lockbox from banking partners and assisting with the evictions process
- Ensuring payments are made in a timely manner to vendors and clients and accounted for in the proper general ledger accounts
- Creates and maintains utility utilization log for AHA for a given year in accordance with HUD-52722
- Provides a monthly listing of payments outstanding to the property management team to pursue payments or eviction proceedings
- Prepares monthly reports
- Understands principles of records and file management
- Knowledge of intermediate mathematical calculations
- Thorough knowledge of LIPH and HCV programs
- Understanding of accounts payable processes
- Perform other duties as assigned

### Nonessential Functions:

- Assist with any AHA special projects developed including policy implementation, construction projects, etc.
- Assists Executive Project Manager, Director of Special Projects & Modernization with AHA non-traditional projects such as interior design, fixture selection, landscaping design, etc.

### Success factors/job competencies:

- Computer proficiency with Microsoft Office Suite products and a variety of other software applications including Emphasys
- Excellent interpersonal and communication skills
- Planning – ability to think ahead and plan over a one-to two-year time span
- Management – multitask and organize multiple priorities
- Technical skills in general accounting principles and record retention protocols
- Commitment to company values

**Physical demands and work environment:** The physical demands and work environment characteristics described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: While performing duties of job, employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Work environment: The noise level in the work environment is usually moderate.

### Qualifications Required:

- Associate's degree from an accredited college or university with a major in Finance, Information Technology, Urban Planning, Business/Public Administration or related field and 3 years' experience in a Finance or Accounting department posting to ledgers
- Must possess a valid Illinois driver's license
- Must be able to pass a criminal background check

Office use only:

Approval/revision date: \_\_\_\_\_ By: \_\_\_\_\_ Title: \_\_\_\_\_

# AURORA HOUSING AUTHORITY

- **Job Title:** Finance Specialist
- **Reports to:** Executive Project Manager

**FLSA Status:** Exempt  
**Department:**

## **Qualifications Preferred:**

- Bachelor's degree from an accredited college or university with a major in Finance, Information Technology, Urban Planning, Business/Public Administration or related field and 1 year experience in a Finance or Accounting department posting to ledgers
- Must possess a valid Illinois driver's license
- Must be able to pass a criminal background check

## **Performance standards:**

- Annual performance appraisal
- Attainment of annual goals established between supervisor and employee

Office use only:

Approval/revision date: \_\_\_\_\_ By: \_\_\_\_\_ Title: \_\_\_\_\_