



**Job Title:** Single Family Accounting Specialist  
**Department:** Finance Department  
**Reports to:** Finance Manager  
**FLSA Classification:** Non-exempt Full-time  
**Supervises:** N/A  
**Created / Updated:** April 2023

### POSITION OVERVIEW

The Single-Family Accounting Specialist will be responsible for coordinating and performing the Single-Family Accounting related functions of the organization. The Single-Family Accounting Specialist will ensure timely processing of accounts payable, financial reports and special reporting requirements associated with the Single-Family operations during construction and operating activities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Responsible for the general accounting functions of the Single-Family development program, specifically the “Mutual Self-Help Program” (MSHP). These duties include processing accounts payable invoices for each MSHP group, review of accounts payable aging report, preparation of reconciliation of Single-Family internal loans with CVHC’s single-family receivable balance.
- Scan checks and invoices each payable week.
- Maintain Self-Help files and filing as needed.
- Responsible for the general accounting functions of MSHP. These duties include monthly, annual year, and end closing process, entering family’s construction budgets, analysis of general ledger accounts and preparations of account reconciliations.
- Preparation of financial reports for families participating in the Mutual Self-Help Program. These duties include preparation of escrow closing summary reports, construction groups and family accounting reports, preparation of final construction costs reports for the families.
- Responsible for the deposit and recording of cash receipts for the families participating in the MSHP Program during construction and recording of accounts receivable.
- Responsible for the MSHP Construction Draw Process. These duties will include monitoring MSHP groups construction cash needs, reviewing or preparation of construction draws as needed, ensuring adequate cash flows for the payment of construction related costs.
- Assist with bank accounts process; duties include requesting the opening of construction checking bank accounts for each MSHP group and requesting closing of back accounts once the group finishes construction.

- Monitoring of the Long-Term Notes of families participating in the MSHP. Duties include establishing a tracking system for maintaining all the Deferred Notes, reconciling long term notes balance with agency's books, monitoring insurance requirements for the families on an annual basis, ensuring compliance with regulatory agencies, preparation of demand promissory notes as requested by families.
- Any other duties as assigned.

## **QUALIFICATIONS**

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.

### **Education and/or Experience**

- A combination of BA degree in Accounting, Finance, and/or 3-5 years experience related to single construction accounting. General math skills, accounting, deadlines-oriented, reporting skills, attention to details, confidentiality thoroughness and quality focus.

### **Required Technical Skills**

- Working knowledge of computers, and most commonly used business software to include, Microsoft Word, Excel, Outlook, PowerPoint, and accounting software (MIP system)

### **Required Licenses/Certifications**

- Valid California Driver's license
- Ability to use personal vehicle to travel within CVHC service area.

### **Other Skills and Abilities**

- Ability to analyze financial reports, which includes budgets to actuals reports and general ledgers expense reports.
- Proven ability to interact with low-income families participating in the Mutual Self-Help Program.
- Strong verbal communication skills, evidence or clear writing ability, and ability to understand construction contracts.
- Ability to use accounting software program, word processing programs and produce and prepare development spreadsheets.

## **PHYSICAL DEMANDS**

The physical demands described on the attached "Physical Demands of Position" chart are representative of those that 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. See attached "*Physical Demands of the Position*".

**CONFIDENTIAL INFORMATION**

This position has access to confidential information – Groups bank account numbers

**COMPANY FUNDS**

This position has access to company funds: Checks

**SAFETY**

Comply with established safe work practices and attend all safety-related training provided or made available by the Company.

***Equal Opportunity Employer***



Single Family Accounting Specialist	Pay Rate	Non-Exempt Status
Step 10	\$19.0990 / hour	
Step 15	\$23.2151 / hour	

**ACKNOWLEDGEMENT**

I have reviewed and been provided a copy of the Asset Management Specialist position job description and agree it is an accurate representation of the responsibilities of my job. I understand that as the Asset Management department needs change, my job description may change. I, therefore, understand that I may be asked to perform activities, duties, and assume responsibilities not listed in this job description.

<i>Signed - Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date:</i>

cc: Supervisor, Personnel File

Approvals: Dept Dir [  ] HR [  ] Ex. Dir [  ] REV. April 2023

## PHYSICAL DEMANDS OF POSITION

Job Title: Single Family Accounting Specialist Date: [Click here to enter a date.](#)

How many hours are worked per day? 8 hours

**When completing this form, look at the job from a typical/average workday perspective.**

PHYSICAL ACTIVITY	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms over shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hand and arms over head	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires standing 1/3 of the time.

**Does this job require that weight be lifted or force be exerted? If so, how much and how often?**

WEIGHT	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34%-66%	Continuously 67%-100%
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

**Does this job have any special vision requirements? Check all that apply.**

- Close Vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

**List specific job duties that require the physical demands selected above:**

Computer work, filing, boxing files