

Attachment to Agenda – November 6, 2007

Additional Duties

SENIOR ACCOUNTANT

Supervise Finance Division
Conduct Final Review of Accounts Payable
Approval IDIS (HUD Finance System) Drawdowns (Request for funds)
Prepare Expenditure Reports
Prepare Monthly Financial Statements for CDBG, HOME, ESG, Colonia Programs
Prepare Federal Cash Transaction Reports (HUD Required Reports)
Conduct Year End Closing Procedures
Prepare Administrative Budgets
Provide Year End Audit Information for CDBG, HOME, ESG, Colonia Programs

JUNIOR ACCOUNTANT

Assist Senior Accountant
Post Manual Receipts
Prepare Bank Reconciliation
Post Weekly IDIS Drawdown
Prepare Deposit Slips
File All Financial Documents

HR. COORDINATOR

Assist Senior Accountant
Prepare Retirement Allocation Reports
Create Accounts Payable and Payroll Drawdowns
Prepare Vendor 1099s
Post General Ledger Journal Entries
Assist Junior Account with Reconciling Fixed Assets

ADMINISTRATIVE TECHNICIAN II

Implement Emergency Shelter Grant (ESG) Program
Prepare and recommend approval of project eligibility and environmental review documents
Provide technical assistance to emergency shelter providers regarding Emergency Shelter Grant (ESG)
Chart project progress and ESG program compliance
Review and recommend project payment in compliance with federal regulations