

IN THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY OF  
LANE COUNTY, OREGON

ORDER NO. 97-2-5-1H

)In the Matter of Adopting a New Position  
)Classification and Compensation Range into  
)the HACSA Classification and Compensation  
)Plan

WHEREAS, the Agency has significant need to accomplish advanced and complex accounting functions, and

WHEREAS, the most effective and efficient way to provide these services is to hire a Lead Accounting Technician; and

WHEREAS, the Agency must adopt a new classification and corresponding salary range to create this new position; and

WHEREAS, funds are available in approved budgets for this position, NOW THEREFORE IT IS HEREBY

ORDERED, that the attached position classification labelled Lead Accounting Technician be adopted.

It is further ORDERED that the respective salary range for the classification be adopted effective upon Board signature.

Lead Accounting Technician                      \$1,771.91 - \$2,664.20

DATED this 5th day of February, 1997

*Cindy Weeldreyer*  
Chairperson, HACSA Board of Commissioners

In the Matter of Adopting a New Position Classification and Compensation Range into the HACSA Classification and Compensation Plan

**FILED**

FEB 07 1997

COUNTY CLERK  
BY *[Signature]*

APPROVED AS TO FORM

Date 1/28/97                      Lane County

*[Signature]*  
OFFICE OF LEGAL COUNSEL

## LEAD ACCOUNTING TECHNICIAN

### **Definition**

Coordinates the work of the accounting staff. Performs a variety of advanced technical accounting duties. Provides technical assistance to Accounting Technicians.

### **Supervision Received**

Receives supervision from the Deputy Director.

### **Examples of Important Responsibilities and Duties**

Responsibilities and duties may include, but are not limited to the following:

Participate in the selection and training of staff. Participate in the selection of auditors, banks and other contractors.

Coordinate and assign work in certain areas. Review the work of Accounting Technicians in assigned areas.

Participate in the planning, prioritizing and implementation of new or revised accounting systems and procedures.

Maintain and reconcile a variety of ledgers, reports and other accounting records. Examine and correct accounting transactions to ensure accuracy. Prepare and post adjusting journal entries.

Monitor and balance various accounts, verifying availability of funds and classification of expenditures. Research and analyze transactions to resolve problems.

Monitor the Agency's cash position. Invest funds appropriately ensuring compliance with HUD rules and Oregon statutes.

Review bank reconciliations. Investigate unusual items.

Establish and maintain accounting controls, i.e. balance subsidiary expense ledgers with general ledgers.

Prepare financial statements and budgets for HUD and other grantor agencies.

Answer questions and provide information (e.g. financial reports) to program staff.

Provide back-up for preparing payroll and fringe benefit reports.

### **Qualifications**

#### **Knowledge of**

Principles and practices of accounting, payroll administration, record keeping and financial reporting.

Modern office methods, practices and procedures.

Rules and regulations regulating public finance and fiscal operations.

Computers: Word processing, advanced spreadsheets and data-base programs.

English usage, spelling, grammar and punctuation.

Interviewing principles and techniques.

Principles of arithmetic and basic algebra.

#### **Ability to**

Organize and review the work of assigned personnel.

Learn, interpret and apply Agency, HUD and other grantors' policies, procedures and regulations.

Work independently in the absence of supervisors.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Perform the full range of Accounting Technician responsibilities.

### **Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience**

Five (5) years of increasingly responsible and progressive experience as an accountant in an agency receiving Federal and/or State grants.

#### **Training**

Equivalent to the completion of the twelfth grade supplemented by some college courses in accounting. A Bachelors degree from an accredited college or university with major course work in accounting, business administration or a closely related field is desirable.

1/21/97