



Job Title: Finance Clerk
Department: Finance
Reports To: Director of Finance and Accounting
Position Classification: N04
Approved Date: July 3rd, 2023

Position Summary:

This position performs routine clerical activities related to finance and accounting. The primary responsibilities will be maintaining financial records, maintaining, and processing banking information, and preparing reports for internal and external clients. This position works closely with the Director of Finance and the Accounting Department in providing financial information to staff, board of directors, and external partners.

Essential Job Duties/Responsibilities:

- Setup/maintain all banks accounts, first point of contact for banks, manage the online system.
- Manage and maintain the credit cards and other gift cards used within the organization.
- Provide information related to credit inquiries.
- Provide financial information to third party online systems.
- Manage the online storage system for financial documents.
- Providing disbursement of financial data regularly as required.
- Provide assistance with audits and development projects as required.
- Maintain online reporting systems for HUD, entity registrations and renewals, sales tax, trade names and property and use tax, etc.

Other Job Duties:

- Provides administrative support to Director of Finance and Accounting as it relates to bids, document review, audits, financing documents including online system filing and updating as needed.
- Prepare financial authorizations as needed.
- Attend staff meetings and other meetings as identified.

Supervisory Duties:

- None

Knowledge, Skills and Abilities:

- A working knowledge of generally accepted accounting standards and procedures, proficient in online reporting systems, understanding of money and finance.
- Possess the mathematical ability to complete required calculations and troubleshoot balancing problems.
- The ability to demonstrate a high degree of ethics, integrity, discretion, and confidentiality.
- Strong organizational skills and the ability to demonstrate a high level of attention to detail is required.
- Must possess the ability to establish and maintain effective working relationships with all levels of personnel within LHA and the public, as well as communicate and interact in a positive, professional manner.



- Experience with computerized accounting systems and Microsoft Office Suite software, including the ability to create and maintain Excel spreadsheets.
- Within the scope of assigned authority, exercise initiative, sound judgement, and make business decisions.
- Support the mission of the Loveland Housing Authority and Accounting Department by demonstrating excellent customer service, interpersonal and relationship building skills.
- Ability to work successfully independently as well as in a team-oriented atmosphere.
- Interpret printed and electronic data and consult with others in the department daily.

Organizational Competencies Required:

Teamwork	Responsiveness	Integrity
Collaboration	Attention to detail	Active listening
Professionalism	Organizational skills	Trust
Innovation	Problem solving skills	Positive attitude

Job Specific Competencies:

Adaptability	Job Expertise	Accuracy	Ability to multitask
Work independently			

Education and/or Experience Required/Preferred:

- Formal training in finance and/or accounting or related field with course work in accounting is required, a bachelor’s degree is highly preferred.
- A minimum of 2 years in a finance or accounting support role. Experience must be within the last 10 years.
- Proficient in Microsoft 365 software products, with expertise in Excel and knowledge of SharePoint.
- An equivalent combination of relevant education and experience (within the last 10 years) will be considered.

Driver’s License and Background Check:

- Must possess and maintain a valid Colorado Driver’s License with acceptable driving record (no major violations within the past three years) and be insurable through Loveland Housing Authority insurance carriers.
- Acceptable criminal history, credit check and motor vehicle background check is required.

Working Environment:

Work is generally performed in an office environment that may require sitting for extended periods of time, repetitive keyboard motion, reaching, bending, and kneeling. Light physical effort may be required by moving and positioning objects up to 20 pounds occasionally and/or 10 pounds frequently.

This position description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this role.