

AREA AGENCY ON AGING OF SOUTHEAST ARKANSAS, INC.

AAA ELDERLY HOUSING JOB DESCRIPTION

Position: Full Time	Reconciliation Specialist II
Immediate Supervisor:	Assistant Housing Director
Line of Authority:	Director of Housing Executive Director
Position Summary:	Responsible for reconciling monthly HUD Section 8/202 Vouchers with rent collection.

ESSENTIAL FUNCTIONS:

- 1) Record all receipts, balance rent and security collections with monthly HUD Vouchers.
- 2) Record check stubs and reconcile monthly bank statements.
- 3) Ensure that project records are maintained according to all required regulations and guidelines.
- 4) Assist Assistant Housing Director, HUD Billing Specialist, Account Payable Specialist and Reconciliation Specialist I.
- 5) All other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Computer and bookkeeper experience
Typing and ten key skills
Communication skills

JOB SPECIFICATIONS:

High School graduate or equivalent.

Signature of Employee

Date

Signature of Supervisor

Date

NOTE: Job description subject to change at the discretion of the Agency.

Area Agency on Aging of SE AR, Inc. does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

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See HUD Handbook 4350.3 Revision 1, Paragraph 2-29-c-3 &4 for information about the requirements to include this information.
Equal Housing Opportunity