



JOB POSTING
Accounting Clerk III – HUD Financial Operations Center
1 Full-Time – 7:30am – 4:00pm (M-F)

Reports To: Bill Bennett
Location: 52 Corporate Circle, Albany, NY 12303
Date: September 24, 2020

Salary: \$20.77 per hour
Health Stipend: \$4.22 per hour

Summary:

Provide administrative support for all aspects of Title I premiums processing and for various other financial services performed by the Financial Operations Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Keypunch Transfer of Note Report information into the Title I Insurance System.

Process Title I premiums.

Perform Premium Reconciliation/Liquidation.

Resolve uncollected premiums.

Perform line support and tasks related to Title I premium processing and other premium branch tasks.

Support the servicing of FHA debts.

Perform other ancillary support functions.

Provide weekly and monthly reports for the GTR and GTM.

QUALIFICATIONS, KNOWLEDGE, and SKILLS:

- Ability to understand and follow verbal and or written instructions.
- Must be self-motivated and able to work with minimal supervision.
- Keyboarding skills, attention to detail, thoroughness, ability to read and retain information, and ability to perform repetitive work comfortably.
- Data entry and document scanning experience preferred.
- Dependability and willingness to learn and work are essential to success in this job.
- Oral Comprehension, Written Expressions, Near Vision, Oral Expression, Written Comprehension, Speech Clarity, Speech Recognition, Mathematical Reasoning, Problem Sensitivity (the ability to tell when something is wrong or is likely wrong and recognizing there is a problem).
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Must have excellent verbal and written communication skills. Must have good command of the English language, both oral and written. Ability to read, analyze, and interpret general educational information, professional journals, technical procedures, or governmental regulations. Ability to complete timely progress

reports, business correspondence or other documents. The ability to effectively present information and respond to questions from groups of managers, clients, customers, supervisors and the general public is very important.

EDUCATION and/or EXPERIENCE:

Must possess an education or experience level that permits the employee to effectively communicate and perform duties, assignments, and responsibilities of the job.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

Regularly talks/hears/sees; usually sitting with occasional walking and standing, and some stooping, kneeling or crouching. Some lifting. Near Vision, the ability to see details at close range (within a few feet of the observer).

The physical demands described here 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.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for the job. Duties, responsibilities and activities may change at any time with or without notice.

****Interested applicants will respond via e-mail to ssullivan@northeastcareer.org with a letter of interest and application by 10/09/2020.**

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