GUAM HOUSING CORPORATION BOARD OF DIRECTORS REGULAR MEETING Thursday, August 29, 2019/September 5, 2019 Commenced: 8:35 a.m. Recessed: 9:55 a.m. Roll call/quorum present: 5 members present Reconvened: September 5, 2019 at 8:56 a.m. Adjourned: 11:37 a.m. Roll call/quorum present: 4 members present	ATTENDANCE	
	Directors present for August 29, 2019: Francisco Florig, Chairman Tomas Flores, Vice-Chairman Sandra Bordallo, Director Cecilia G. Mantanona, Director Lanita Tiong, Director Absent: None Directors present for September 5, 2019: Francisco Florig, Chairman Tomas Flores, Vice-Chairman Cecilia G. Mantanona, Director Lanita Tiong, Director Absent: Sandra Bordallo, Director	Management present for August 29, 2019: Alice M. Taijeron, President Angela Camacho, Housing Manager Mary Guerrero, Loan Administrator Alysia Leon Guerrero, Accounting Manager Cassandra Santos, ASMA John Muna, Maintenance Supervisor John Potter, Senior Tenant Relations Specialist Arleen Evangelista, Administrative Secretary Patricia M.Q. Kier, Special Assistant Absent: None Management present for September 5, 2019: Alice M. Taijeron, President Angela Camacho, Housing Manager Mary Guerrero, Loan Administrator Alysia Leon Guerrero, Accounting Manager Cassandra Santos, ASMA Arleen Evangelista, Administrative Secretary Patricia M.Q. Kier, Special Assistant Absent: John Muna, Maintenance Supervisor John Potter, Senior Tenant Relations Specialist

AGENDA ITEM		DISCUSSION	ACTION / PLAN	FOLLOW UP	RESPONSIBLE PARTY	STATUS
I.	**Approval of Minutes:** August 2, 2019.	Board members reviewed the minutes of August 2, 2019 Regular Board meeting.	Upon motion made and seconded, the minutes for the August 2, 2019 Regular Meeting were approved by the Board without any further corrections nor amendments.	Legal Counsel	Legal Counsel	Approved
II.	**Legal Report:**	a. <u>Status of Foreclosure Cases</u>:	Legal counsel reported briefly on the status of the foreclosure referrals from GHC and provided the Board a copy of legal counsel's updated written report documenting the status and action for each account as of August 28, 2019. Legal counsel reported that there are 15 active and pending foreclosure accounts as of August 28, 2019: **GHC-007:** Debtors have paid all past due pre-petition arrears and continue to make their monthly payments to GHC. Legal counsel will continue to monitor debtors' Chapter 13 Bankruptcy action. **GHC-012:** Legal counsel reported that debtor has failed to cure the outstanding obligations owed to	Legal Counsel	Legal Counsel	Legal Counsel

			GHC and has scheduled the sale for September 19, 2019 at the Yigo Mayor's Office. Legal Counsel reported that due to certain liens contained on the property, GHC must move forward with the sale to clear out all junior lien holders on the property. **GHC-16**: GHC and debtor orally agreed to a loan modification prior to the completion of debtor's Chapter 13 Confirmation Plan, however, debtor has now refused to execute the modification agreement prepared by GHC's Legal Counsel. GHC filed an objection to the US Trustee closing the Chapter 13 bankruptcy case and the parties are still awaiting the Court's decision regarding the objections closing the case. **GHC-46**: Debtor fell behind on his loan workout agreement and is now 6 months in arrears. Legal counsel re-initiated foreclosure action and issued a demand letter to debtor on July 18, 2019. Debtor failed to respond to both the Notice to Cure and Notice of			

		Legal counsel will continue to provide updated information and reports on the pending foreclosure and legal matters to the Board at the next regular meeting.	Default. Legal Counsel has scheduled the foreclosure sale for November 26, 2019 at 10 a.m. at the Yigo Mayor's office.			
III.	**Old Business:**	a. <u>Status of Pending OREO Properties:</u> i. **Dededo Property**. The President reported that the right of redemption has expired and the former borrowers did not exercise their right to redeem the property. GHC will list the property for sale and has posted this listing on GHC's website. ii. **Yona Property**. The President reported that GHURA is coordinating an inspection of the property with the power and water turned on prior to		 President/ Management President / Management	 President/ Management President/ Management	 PENDING SALE PENDING SALE

		making an offer. The President is also researching on the necessary capital to invest in the property to renovate and sell the house and will secure an estimate on the costs to rehabilitate the property. GHC Manager stated that GHC has an MOU with GCC for the Lada units and suggested that they work on the rehab of the Yona property. The Chairman expressed concerns with GCC and suggested that GHC inquire with the contractors. The Chairman indicated that a contracting company will only need a staff of 3 to 4 workers to do the repairs. Vice-Chairman Flores also recommended that GCC conduct an assessment of the repair work for the property.				

		Resuming Board meeting on September 5, 2019. Upon Motion made to Amend Agenda under Old Business to discuss and clarify information of the August 2, 2019 Board Meeting related to GHC's FY2020 Budget and the Status of Odoo Software Program, and seconded, and without any further objections, the Motion to Amend the Agenda passed. b. <u>Clarification of Information regarding GHC's FY2020 Budget</u>: The President previously reported on the highlights of the FY 2020 Budget. After the meeting and in consultation with Legal Counsel regarding further research related to GovGuam's policy and regulations related to employment, personnel and compensation, the President provided clarification of GHC's staffing pattern. According to the President, GHC previously had a staff of over 60 personnel however, throughout the years and due	Based on clarification and information presented by the President related to GHC's FY2020 Budget, upon Motion made by Director Mantanona, and seconded by Director Tiong, and without further objections, the Board ratified approval of the FY2020 Budget related to the positions for GHC.	President/ Management	President/ Management	**APPROVED**

		to economic and financial resources, the Corporation has reduced its staff to under 25 personnel leaving certain positions vacant and unfunded): i. Management has funded a Planning and Development Administrator with GHC's staff. This position has remained vacant and unfunded for many years. The justification for funding this position is there are many projects happening with the Corporation and GHC will need to take the lead on these programs such as the Homeless program. The Planning Administrator will also assist with GHC's 5 to 10 year strategic planning for the Corporation. GHC, however, will continue to have the Quality Assurance position remain vacant and unfunded. Currently,				

		approvals for rental or loan applications, foreclosure action, and for procurement go through a committee for review. This process addresses the issues related to quality assurance and compliance. GHC has received positive feedback from the auditors regarding this process. ii. <u>Loan Division</u>: 1. Management has 2 Loan Officer positions but will only be funding 1 Loan Officer position until it becomes necessary to fund the other Loan Officer position. (Management will not be funding GHC's Loan Tech position and this position will remain vacant);				

		2. Management will fund 1 of 2 Collection Agent positions. The other Collection Agent position will remain vacant and unfunded until it becomes necessary to be funded. The Collection Agent will also work with rental collections and eventually will become its own division at some point. iii. <u>Administration Division</u>: 1. Management will be seeking a re-classification of the Administrative Secretary position. The reason for the reclassification of this position is because the current individual has been performing additional duties and responsibilities				

		related to the position of an Administrative Assistant with the Corporation and the Board. The reclassification of this position will require a desk audit which will be conducted by DOA or other human resources department of the government of Guam. In the interim, GHC Management will budget for this reclassification position in the event that DOA or other human resources department of the government of Guam determines that the position should be reclassified; 2. Management has budgeted to fund an ASO position.				

		This position is currently vacant. This position may be filled at a later date. Currently, the ASMA is the Acting ASO. Management will budget to increase pay for the ASMA while serving as Acting ASO up to the 120 days authorized by law. iv. <u>Accounting Division</u>: 1. Accounting Tech Supervisor will be leaving soon. GHC will not fund this position and the position will remain vacant. Instead, Management will fund an Accountant I position which has been a vacant and unfunded position with GHC. 2. Training will start with the accounting staff for transitional purposes. GHC				

		Management will be seeking a re-classification of the Accounting Tech I position. The reason for the reclassification of this position is because the current individual has been performing additional duties and responsibilities of an Accounting Tech II due to the increase of accounting and other financial duties of the Corporation. The re-classification of this position will require a desk audit to be conducted by DOA or other human resources department of the government of Guam. In the interim, GHC Management will budget for this reclassification position in the				

		event that DOA or other human resources department of the government of Guam determines that the position should be reclassified. Based on the above clarification of information, the President stated that there are no new positions created based on the Corporation's FY 2020 Budget. Copies of the positions to be funded under the FY2020 Budget were provided to the Board for review. c. <u>Status of Odoo Software Program</u>: Vice Chairman Flores stated that he and the Manager met on September 4, 2019 to discuss the issues related to the Odoo Software. According to the Vice Chairman, this program was purchased in 2017. GHC has met with the vendor numerous times to address the software		President/ Management	President/ Management	PENDING

		problems. Currently, GHC maintenance staff has had difficulty getting past the screen that is intended for accounting. Also, the RFQ requires that the software allow for multi-users, however, the current software allows for only 1 user. Based on these ongoing issues, Vice Chairman Flores expressed much disappointment with the vendor and recommended that GHC meet with the vendor and give them one (1) week to fix these issues. The President indicated that they will coordinate with the vendor and Legal Counsel to be present at the meeting. The Chairman also inquired as to the cost of the payment of the software and was informed by GHC ASMA that GHC paid $13,000.00. The Chairman requested that Legal Counsel review the vendor contract and advise GHC of its legal remedies under the Contract.				
		d. <u>Review of Rental/Lease Agreement Documents</u>:		Management	Management	**APPROVED**

		The Board discussed and proposed revisions to the updated Lease documents for the rental division. The revisions included changes to the Lease checklist, application form, House Rules and one section of the Lease Agreement.	Upon motion made by Director Mantanona, and seconded by Director Tiong, and without any further objections, the Board approved the updated Lease Agreement documents and updated Service Fees subject to the modifications proposed by the Board members.			
IV.	**New Business:** None					
V.	**President's Remarks:**	The President briefly reported on the following matters on August 28, 2019: a. <u>Updated Lease/Rental documents for Rental Division</u>: Legal counsel has prepared the Lease Agreement documents to be utilized by the Rental Division. In addition to the updated service fees, Legal counsel has included fees related to small claims actions and process server fees. The Chairman expressed that his primary concern of the lease includes the due date for rent and a provision to recover	The Board addressed updated lease agreement documents and provided comments related to the documents during the reconvened Board Meeting on September 5, 2019.			

		damages caused by tenant and that the tenant will be responsible for paying the cost of the damage. The Chairman also recommended that the lease include penalties in the event that the tenant fails to maintain their yard. GHC will hire a contractor to clean the tenant's yard and assess the costs to the tenant. The President responded by issuing an RFP for contractors to submit bids for yard maintenance. b. <u>Odoo Software Status</u>: The President reported that the software is not up and running. Management has encountered problems with software due to the inability to utilize the program with multiple users. Vice Chairman Flores commented that the vendor should address this problem. GHC Manager indicated that she would schedule a meeting with her Maintenance Supervisor and the Maintenance Division to address the software				

		issues. The Chairman suggested that 1 to 2 people have access to the Odoo Program which should be the President and Manager and the inputting of data will be helpful to manage its inventory. c. <u>Delinquencies</u>: The President continued to express concerns regarding the Corporation's delinquencies, but is working on their collection efforts for both rental and the loan division. Vice Chairman Flores also expressed concerns regarding the delinquencies. The President stated that tenants are being removed from the rental units due to violation of the rules and because the units are being renovated. GHC Manager reported that they have 40 pending applications on file and GHC averages 2 units per month for completion and occupancy. The President				

		also stated that they are working on GHURA compliant tenants. The Chairman proposed that GHC prepare an action plan to secure 10 to 15 units with GHURA compliant tenants, however, GHC Manager express caution with this plan since the Corporation cannot charge a GHURA tenant higher than their non-GHURA tenant. GHC can only charge a higher rate for upgraded units. The President stated that GHC will continue to repair and refurbish units for rental. GHC also did a full accounting and inventory of its supplies last July and hopes to upload the data into the Odoo program. The President also provided a written report regarding additional information of the ongoing details and activities of GHC from August 2, 2019 to August 28, 2019 for the Board's review.				
VI.	**Reports:** None.					

VII.	**Public Participation:** On August 28, 2019, Daniel Del Priore requested to be addressed related to GHC-012 which is has been referred to Legal Counsel as a foreclosure issue. Legal Counsel objected to Mr. Del Priore discussing the case due to privacy and confidentiality issues. Legal counsel recommended that the Board not entertainment Mr. Del Priore's request to discuss this matter since it has been referred to Legal Counsel and unless Mr. Del Priore have the debtor's counsel be present and debtor execute a waiver to allow the debtor's counsel to discuss the details of the	The Board declined to address Mr. Del Priore's request and referred further action on this matter with Legal Counsel.		GHC BOARD	GHC BOARD	**DENIED**

	case before the Board, the Board should reject any discussion of this matter at this time.					
VIII.	**Miscellaneous**: On August 28, 2019, the President extended a personal invitation to all Board Members to attend GHC's Labor Day Picnic on Sunday, September 1, 2019, at Ypao Beach and thanked the Board Members for their contribution to the Labor Day Picnic.					
IX.	**Adjournment**:		Upon motion made, and seconded, and without further objections, the Board meeting was recessed at 9:55 a.m. to September 5, 2019 at 8:30 a.m. The recessed Board Meeting resumed on September 5, 2019 at 8:56 a.m. Upon motion made and seconded, and without any further objections, the meeting adjourned at 11:37 a.m.			

APPROVED AND ACCEPTED
AS TO FORM AND CONTENT:

GUAM HOUSING CORPORATION

By: _____
FRANCISCO FLORIG, Chairman

Date: 10/29/19.

MINUTES TRANSCRIBED
AND PREPARED BY:

LAW OFFICE OF CYNTHIA V. ECUBE, ESQ.
A Professional Corporation

By: _____
CYNTHIA V. ECUBE, ESQ.
Legal Counsel for Corporation

Date: 10/29/19.

ATTACHMENTS FOR GHC POSITIONS

PLANNING AND DEVELOPMENT ADMINISTRATOR (GHC)

NATURE OF WORK IN THIS CLASS

Administers the programs/project planning activities and real estate development activities of the Guam Housing Corporation (GHC).
Administers the financial, fiscal planning requirements and budget request for GHC'S Planning and Development Division (P&DD).
Employees in this class direct and supervise the activities of subordinates within GHC's P& DD.

ILLUSTRATIVE EXAMPLES OF WORK

Directs the real estate development activities of the Corporation from initial planning through final construction phases.

Directs the programs and project planning functions within GHC.

Directs the development of operating procedures for newly created programs under the direction of the President of GHC.

Directs the development of community master plans for residential housing development projects.

Supervises the activities of P&DD personnel.

Assists the President of GHC in initiating, planning, and preparation of proposals for new or revised housing development projects for the Territory of Guam.

Directs, analyses and interprets local, and federal legislation, rules, and regulations.

Supervises the maintenance of records and reports affecting planning activities, programs, and projects.

Acts as GHC liaison with planning or engineering consultants, and other contract personnel.

Acts as the GHC liaison with private industries, community groups, and other government agencies in evaluating housing needs for the Territory of Guam.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of physical, economic, and social planning.

Knowledge of real estate development financing, mortgage lending, and urban planning.

Knowledge of real estate and zoning law, rules, and regulations of the Territory of Guam.

Ability to make decisions in accordance with appropriate program guidelines with GHC.

Ability to evaluate operational effectiveness and implement changes in organization, policies, and procedures to improve overall effectiveness.

Ability to supervise the work of others.

Ability to represent GHC respective to planning and development activities.

Ability to work effectively with other members of GHC's management, and support staff.

Ability to work proficiently with the public, and other employees of the Corporation.

Ability to communicate competently both orally, and in writing.

Ability to maintain records, and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

A) Four (4) years of professional experience in planning work (physical, economic, social, or urban, real estate development work, and/or land development work, plus one (1) year of supervisory experience, and graduation from a recognized college or university with a Bachelor's degree in social sciences, business administration, finance, economics, planning, or closely related field; or;

B) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities, and skills.

ESTABLISHED:
PAY GRADE: P

ELOY HARA
Executive Director
Civil Service Commission

LOAN OFFICER

NATURE OF WORK IN THIS CLASS:

This is a complex and responsible work involved in the complete packaging of mortgage home loan applications.

Employees in this class work with considerable independence consistent with regulations and guidelines under the general supervision of the Loan Administrator. Work is reviewed through conference and submittal of reports as may be required.

ILLUSTRATIVE EXAMPLES OF WORK:

Conducts interview of prospective mortgage home loan applicants for purpose of informing them of the Corporation's policy and general eligibility requirements and assisting them as necessary in complying with the procedure for making loan application.

Coordinates and complies loan application and related documents.

Conducts evaluate review of the home construction loan application to determine eligibility.

Prepares loan application packet and make recommendation via Mortgage Loan Underwriters and Loan Administrator to the President for appropriate action.

Prepares all documents on approved loans and makes sure said documents are property executed.

Prepares and coordinates disbursement of funds for incremental payment. Prepares voucher and forward to Controller for authorization to proceed with disbursement.

Assist in the servicing activities of delinquent loans.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the Guam Housing Corporation law and the Corporation's policies, rules and regulations concerning home loans.

Knowledge of the qualification criteria and requirements for eligibility for home loan.

Ability to apply and interpret the provisions of applicable laws, rules, regulations and other program guidelines.

Ability to work and communicate effectively with applicants and the general public.

Ability to plan, coordinate and review work of subordinate employees engaged in loan transactions, credit evaluation and financial analysis.

Skill in analyzing financial statements and drawing meaningful conclusions as to the applicant's financial status.

Skill in the use of a calculator and other office machines necessary in the performance of duties.

MINIMUM EXPERIENCE AND TRAINING:

A. Graduation from a recognized college or university with bachelor's degree in Business Administration or other related area with 3years experience in commercial or consumer lending; or
B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: NOVEMBER 2016

FRANCISCO A. FLORIO
Chairman, Board of Directors

GHC

GUAM HOUSING CORPORATION

ADMINISTRATIVE SERVICES OFFICER

NATURE OF WORK IN THIS CLASS:

Administers a comprehensive administrative services program for a large department or agency.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Administers the administrative services functions for the department including personnel and training; budget preparation, funds management, and procurement.

Administers the administration services functions for the department including personnel and training, budget eparation, funds management, and procurement.

Develops, amends, and interprets administrative policies and procedures and other guidelines governing management services.

Confers with program administrators and other employees concerning the administrative needs and requirements of pertinent programs, policies, regulations and other guidelines.

Conducts management and personnel studies or survey to improve management services.

Coordinates the technical administration of management services with Personnel Office, Budget Office, Procurement Office and other agencies involved in the activities of the department.

Provides technical guidance to program administrators in securing and administering federal grants in aid; assures compliance with local and federal regulations and program guidelines.

Prepares correspondence and reports concerning the administrative operations of the department.

Preforms related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the principals, practices and techniques of public administration.

Ability to administer management services, including budget preparation and funds management, personnel anagement, procurement.

Ability to make work decisions in accordance with appropriate program guidelines.

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Ability to interpret and apply pertinent program guidelines.

Ability to evaluate management services effectiveness and recommend or initiate changes in policies, procedures and program requirements to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

a. Four years of progressively responsible experience in management services work, and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral sciences, or related fields; or
b. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

Established:

FRANCISCO A. FLORIG
Chairman, GHC Board of Directors

COLLECTION AGENT
G H C

NATURE OF WORK IN THIS CLASS

This is customer accounts collection service work.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Performs collection activities of past due accounts; informs customers of past due accounts; interviews subscribers and works out payment plans; prepares promissory notes and calculates payments.

Follows up on payments and promissory notes; determines "WHY?" the bill is unpaid; attempts to convince customers to pay their past due accounts; provides advice on the policies and procedures in regards to past due accounts.

Checks to verify if customers are properly charged; receives complaints and concerns and provides appropriate guidance/information.

Interviews customers and works out payment plans; prepares accounts status reports, payment and adjustment vouchers.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of customer account collection service methods and practices.

Ability to make work decisions in accordance with regulations, procedures and guidelines.

Ability to work effectively with employees and the public.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

A. Two (2) years of work experience involved in customer relations services; or

B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980
AMENDED: NOVEMBER 1994

PAY GRADE: G

ELOY P. HARA
EXECUTIVE DIRECTOR
CIVIL SERVICE COMMISSION

ACCOUNTANT I

NATURE OF WORK IN THIS CLASS:

This is routine professional accounting work.

Employees in this class perform routine professional accounting duties independently after initial training and work under closer supervision on more complex developmental assignments. Supervision may be exercised over subordinate accounting technicians and clerks.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Maintains controlling ledgers; reviews and analyzes financial accounting transactions and documents for accuracy and propriety; prepares summaries, analyses, reports and financial statements; advises management concerning financial problem areas.

Participates in the installation and modification of accounting systems to meet the needs of the department/agency or to conform with mandated requirements.

Participates in the internal audit of financial records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of accounting.

Knowledge of the basic principles and practices of automatic data processing.

Ability to learn, interpret and apply pertinent laws, rules and regulations governing the accounting operation of the department/agency.

Ability to analyze and interpret accounting data and make recomendations concerning current financial problems.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to maintain financial records and prepare financial reports.

Ability to supervise the work of accounting technicians and clerks may be required.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

A) Graduation from a recognized college or university with a Bachelor's degree in accounting or related field, including or supplemented by 24 semester credit hours of accounting/auditing subjects.

B) Two years of experience in professional accounting work or equivalent work and graduation from a recognized college or university with an Associate's degree in accounting or related field, including or supplemented by 24 semester credit hours of accounting/auditing subjects.

ESTABLISHED: JULY, 1980

AMENDED: DECEMBER, 1986

J. C. BORJA, Executive Director,
Civil Service Commission

ACCOUNTING TECHNICIAN II
(LOANS RECEIVABLE)

NATURE OF WORK IN THIS CLASS:

This is moderately complex, bookkeeping, internal control, and analysis work involved in the maintenance of the Corporation's loans receivable system and bookkeeping records. Employees in this class may be in charge of the loans receivable operation of the corporation including internal control reports, audit of customer accounts and or may supervise a small staff of lower level technicians or clerks.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties performed.)

Maintains diversified account journals and bookkeeping records; prepares journal vouchers to effect adjustments on the general ledgers; posts to the general ledgers, reconciles records against the general ledger or controlling accounts; prepares financial statements and status reports.

Verifies the accuracy of the distribution and application of customer loan payments.

Analyzes customer payment history in the preparation of credit reports

Works with customers to resolve account discrepancies.

Periodically prepares reconciliatory reports for verification of ADP and manual accounting records.

Prepares information needed to construct customer delinquency listings.

Maintains internal controls on customer accounts.

Operates calculator or similar office equipment.

Operates a personal computer

May supervise lower level technicians or clerks.

Types payment vouchers and checks for Trust fund

disbursements and loan payoffs.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of accounting principles as they relate to internal control.

Knowledge of bookkeeping principles and practices.

Knowledge of loan accounting systems.

Knowledge of Credit and credit reporting requirements.

Ability to perform research for verification of accounting transactions.

Ability to coordinate certain projects.

Ability to make arithmetic computations with speed and accuracy.

Ability to perform moderately difficult analysis type work.

Ability to supervise the work of others may be required periodically.

Ability to work effectively with employees and the public.

Ability to perform research on verification of accounting transactions.

Ability to communicate effectively, orally, and in writing.

Ability to maintain records and prepare reports.

Skill in operating calculators and similar office equipment including Personal computers.

MINIMUM EXPERIENCE AND TRAINING:

(A) Three years of bookkeeping experience and graduation from high school, including or supplemented by a two-semester course in bookkeeping or accounting

principles; or

(B) One year bookkeeping experience and completion of an Associates degree in accounting or closely related subject with at least 12 semester hours in accounting or bookkeeping; or

(C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

REVISED: MARCH 1989

ACCOUNTING TECHNICIAN II
(ACCOUNTS PAYABLE)

NATURE OF WORK IN THIS CLASS:

This is moderately complex, bookkeeping, internal control, and analysis work involved in the maintenance of the Corporation's accounts payable system and bookkeeping records. Employees in this class may be in charge of the accounts payable operation of the corporation including internal control reports, audit of vendor accounts and or may supervise a small staff of lower level technicians or clerks.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties performed.)

Maintains diversified account journals and bookkeeping records; prepares journal vouchers to effect adjustments on the general ledgers; posts to the general ledgers, reconciles records against the general ledger or controlling accounts; prepares financial statements and status reports.

Coordinates the payment of Corporate purchase orders and other obligations.

Manages records, journals and ledgers of all corporate disbursements including those done by other divisions.

Prioritizes payments in order of importance along established guidelines.

Works with creditors and vendors to resolve billing discrepancies.

Periodically prepares reconciliatory reports for verification of fixed assets and inventory supply balances.

Obtains information necessary to renew TCDs.

Operates calculator or similar office equipment.

Operates a personal computer

May supervise lower level technicians or clerks.

Types payment vouchers and checks for corporate obligations.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of accounting principles as they relate to internal control.

Knowledge of bookkeeping principles and practices.

Knowledge of Personal computer usage.

Ability to perform research for verification of accounting transactions.

Ability to coordinate certain projects.

Ability to make arithmetic computations with speed and accuracy.

Ability to perform moderately difficult analysis type work.

Ability to supervise the work of others may be required periodically.

Ability to work effectively with employees and the public.

Ability to perform research on verification of accounting transactions.

Ability to communicate effectively, orally, and in writing.

Ability to maintain records and prepare reports.

Skill in operating calculators and similar office equipment.

MINIMUM EXPERIENCE AND TRAINING:

(A) Two years of bookkeeping experience and graduation from high school, including or supplemented by a two-semester course in bookkeeping or accounting

principles; or

(B) Completion of an Associates degree in accounting or closely related subject with at least 12 semester hours in accounting or bookkeeping; or

(C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

REVISED: MARCH 1989