



Job Description

Job Title: Accounting Clerk (Full-Time)
Report to: Chief Operating Officer
FLSA Status: Non-Exempt/Hourly

Job Statement:

The Accounting Clerk is responsible for assisting the Finance Department's bookkeeping activities and performing various administrative functions, primarily administering Accounts Payable.

Duties and Responsibilities:

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, when appropriate. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Accounts Payable (75%)

- Manage all accounts payable and ensure proper authorization for purchase is met, receives invoices, purchase orders, and other payable documents
- Review all invoices, specifically focusing on items subject to capitalization
- Manage all vendor accounts, retain W-9s and Certificate of Liabilities
- Provide monthly AP report for the Board of Directors
- Track utility consumption for the AMPs and COCC
- Manage and process tenant refunds, reimbursements and petty cash
- Assist with the preparation and tracking of annual contract schedule
- Prepare periodic financial reports with accuracy and completeness

Miscellaneous Finance (25%)

- Reconcile the monthly bank workup with supporting documentation
- Assist managing all financials transactions, including but not limited to making deposits to the bank
- Assist with the organizational audits
- Assist with preparation of W-2s and 1099s
- Prepare all organizational filings body to remain in good standing; Annual Secretary of State, Charitable Trust, etc.
- Provide clerical assistance to the Finance Department when necessary

Qualifications and Knowledge:

- Bachelor’s Degree in Business (or equivalent experience) required. One-year business school training or one-year related work experience in finance, data entry, bookkeeping, and clerical experience required.
- Knowledge of generally accepted accounting principles (GAAP), practices and techniques, basic bookkeeping principles, record keeping procedures and specific departmental procedures.
- Ability to recognize and correct errors or discrepancies in routine accounting transactions.
- Advanced computer skills including proficiency in Microsoft Office products.
- Strong teamwork skills with the ability to communicate effectively with team members, clients, service providers and public.
- Understanding of low-income client populations.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to maintain confidentiality.
- Ability to regularly travel throughout the Authority’s coverage area and occasionally travel out-of-town for various training opportunities and work-related activities, including weekends and overnight.
- Possession of a valid driver’s license and insurability under the Authority’s insurance carrier’s standards.

The employee performs routine duties following established HUD and Housing Authority guidelines. Routinely, the employee may make decisions concerning residents or maintenance problems using personal judgment based on prior experience. Situations not covered by guidelines are referred to the supervisor or handled independently, depending on the circumstances.

The above statements reflect the general details necessary to describe the essential functions of the position and may not be construed as a detailed description of all the work requirements that may be required during your employment. Your signature below constitutes your acceptance and understanding of the essential functions and requirements of this position.

Signature

Date