

TIOGA & BRADFORD COUNTIES HOUSING AUTHORITY

Accounts Payable Clerk

Job Description

MINIMUM REQUIREMENTS:

Graduation from a two year college with degree in accounting or a related field; **OR** 1 year of accounting experience. Must be proficient with computers including Microsoft Office. Must have great attention to detail and strong organizational skills. Must be of good moral character and able to perform the essential functions of the job. Must pass a pre-employment criminal history background check and drug screen.

PURPOSE

This position is responsible for fiscal and administrative duties in the housing authority relating to the control and allocation of various funding sources. This position provides financial information to the Accountant II and the Controller by maintaining and reconciling the GL and preparing various analyses.

WORK LOCATION:

Central Office, located in Mansfield, Pennsylvania

SUPERVISION RECEIVED AND EXERCISED:

Operates with moderate independence under the direct supervision of the Controller.

Does not supervise others.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to the following;

- Review, code, and submit for approval all purchase orders. Communicate daily with Maintenance staff regarding questions;
- Maintain all facets of the Accounts Payable process (invoice/PO matching, invoice entry, check printing, obtaining signatures, mailing, etc.);
- Process Housing Choice Voucher payments to landlords (via check and bank upload for direct deposit) on a monthly basis; Accountant II will process upload via the bank website.
- Reconcile open accounts payable to the general ledger on a monthly basis;
- Reconcile Tenant Accounts Receivable and Security Deposit accounts on a monthly basis;

- Review trial balances on a monthly basis to ensure expenses are being charged to the appropriate accounts;
- Input tenant payments to tenant accounts on no less than a weekly basis;
- Process direct debit on a monthly basis on the 5th of the month or the first business day after the 5th unless otherwise directed;
- Perform audit prep and year end close duties, including reviewing accounts for accuracy, accrue checks paid to prior fiscal year, prepare statements of accounts payable for all accounts, and compiling information requested by Auditors;
- Backup for 1099 preparation, mailing and reporting for Housing Choice Voucher and Accounts Payable;
- Learn and abide by all Housing Authority policies and procedures, federal and state laws;