

JOB ANNOUNCEMENT

POSITION TITLE: Account Clerk

DEPARTMENT: Finance

SALARY: \$35,500

DATE POSTED: 11/21/2022

CLOSING DATE: Open Until Filled

FLSA CLASS: Non-Exempt

REQ#:
1118

Duties and Responsibilities:

The employee in this position is responsible for performing work involving general accounting and clerical functions. Responsibilities include a variety of accounting duties related to resident billing and processing, payroll, accounts payable, inventory, fixed assets, housing assistance payments, and budgeting. Duties are performed under the direction of the Comptroller. Performance is reviewed through observation and through review of records for accuracy, timeliness, and completeness. Responsibilities include, but are not limited to, the following:

Prepares weekly maintenance and bi-weekly administrative payrolls; reviews time sheets, calculates gross wages, applicable deductions, and routes checks accordingly.

1. Sets up and maintains tax ledgers, prepares and processes garnishments, bankruptcies, and other federal and state tax withholding reports.
2. Receives and processes all invoices for payment utilizing the Authority's accounts payable system. Maintains log of purchase orders and a register of vendors.
3. Checks purchase orders and accompanying invoices for accuracy.
4. Processes monthly Housing Assistant Payments for residents and/or landlords.
5. Prepares a variety of computerized reports relating to resident accounts, payroll, accounts payable, etc.
6. Ability to operate required applications of the Authority's data processing system.
8. Performs other duties as assigned.

Qualifications and Knowledge:

1. Graduation from an accredited high school with two years of college or business school with major course work in accounting or bookkeeping and two years of experience; or an equivalent combination of education and experience which meets the required knowledge and abilities.
2. Thorough knowledge of the rules, regulations, and administrative procedures of the MHA.
3. Knowledge of general accounting and bookkeeping principles, methods, and practices.
4. Considerable knowledge of governmental accounting procedures, particularly HUD and/or Public Housing Authority accounting.
5. Knowledge of business English, spelling, and arithmetic.
6. Knowledge and skill in the operation of modern office equipment including typewriters, copiers, personal computers, calculators, facsimile machines, etc.
7. Ability to understand and follow written and oral instructions.
8. Ability to utilize a variety of basic business software for personal computers.
9. Ability to assist the Comptroller in overall management of the system.
10. Ability to maintain exacting and often voluminous accounting records and to prepare accounting reports and statements of some complexity.
11. Ability to present ideas and information in a clear and concise manner, both orally and in writing.
12. Ability to understand and act upon policies, regulations, and procedures as set forth in HUD regulations.
13. Ability to establish and maintain effective working relationships with supervisors, Authority employees, the general public.
14. Ability to communicate with and relate to persons of diverse backgrounds and abilities and to establish and maintain effective working relationships with participants, landlords and the public.
15. Ability to deal effectively with situations which require tact and diplomacy, yet firmness.
16. Bondability.
17. Valid Alabama driver's license, or must acquire one within 30 days of employment.
18. Eligibility to be covered under MHA's fleet auto insurance.

Supervision Received and Given:

Reports to the Comptroller. The employee's work is reviewed closely for adherence to policy and procedure requirements. Receives both written and oral instructions. Problems or situations not covered by instructions are normally referred to the supervisor, but the employee may make an independent decision or consult existing guidelines.

Employee has no supervisory responsibilities.

Guidelines:

The employee performs routine duties by established procedure or referring to written guidelines, such as authority handbooks, desk references and existing records. The guidelines cover most job-related situations, but the employee may occasionally be required to use independent judgment in making decisions.

Complexity:

The employee performs several related, routine, and generally repetitive tasks. The course of action is determined by the supervisor and by established procedures. The employee may coordinate, integrate, and/or prioritize tasks. Work must be accurate and precise.

Scope and Effect:

The employees work affects all of MHA's housing programs and its residents. MHA's financial condition can determine to a great extent the quantity and quality of housing and services the Authority is able to provide for low-income families. Successful accomplishment of tasks by the employee can enhance MHA's ability to provide housing that is decent, safe and sanitary and adequate services for its residents.

Personal Contacts:

The employee has continuing contact with other Authority employees in all departments, residents, and the general public. Most contacts are structured in nature and the employee is expected to use normal tact and courtesy. Occasionally, a contact may be uncooperative or antagonistic and the employee may be required to use above-average tact and courtesy at such times. Failure to respond courteously and positively could adversely affect the public opinion of the Housing Authority.

The purpose of such contacts is to provide information or assistance, obtain information needed by the Housing Authority, resolve complaints, and facilitate payments.

Physical Demands:

Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting (25 lbs. or less) to obtain files and records, and eyestrain from working with computers and other office equipment.

Work Environment:

Work, involves the normal risks and discomforts associated with an office environment, but is usually in an area that is adequately heated, cooled, lighted and ventilated.

PLEASE VISIT [MHA On-line Job Application](#), TO APPLY ON-LINE.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.