



7315 Hanna Street Fort Wayne, Indiana 46816
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Accountant
Regular Part time Position
Non-exempt

SUMMARY

Summary Overview:

Under the direct supervision of the Fiscal Services Director, the Accounting Clerk is responsible for the compiling and maintaining of accounts payable vendor records and General Ledger for the Fort Wayne Housing Authority.

RESPONSIBILITIES

1. Checks and prepares all vouchers for payment.
2. Also prepares invoice deduction notices, as necessary.
3. Audits and matches packing slips against vendor's invoices.
4. Maintain utilities records
5. Process annually 1099 for vendors and landlords.
6. Prepares, prints, and mails vendors accounts payable checks.
7. Prints all accounts payable reports and maintains all accounts payable files.
8. Processes account payable monthly closings.
9. Post work orders to GL.
10. Prepares Misc. Deposits and Processes Electronic deposits to the bank.
11. Enters finalized cash receipts and updates accounts receivable ledger be tenant.
12. Obtains and mails invoice copies for tenant trustees or as requested.
13. Processes monthly tenant's utility checks.
14. Files check stubs and bank receipts.
15. Assist in maintaining company general ledger.
16. Researches and processes tenant claims of invoices payments.
17. Processes late charges and bad checks.

FAX

260.267.9305 Administration
260.267.9306 Housing Choice Voucher
260.267.9307 Public Housing
260.267.9308 Accounting



Required Education/Experience:

- High School education or equivalent and two to three years related experience and /or training: or equivalent combination.

Required Skills:

- General administrative tasks such as answering phones, operating office equipment, filing, preparing forms and reports, etc.
- Excellent external/internal customer service skills
- Compiling and matching of purchase orders, packing slips against vendor invoices
- Interprets and applies program regulations, policy and procedure
- Knowledgeable with Microsoft office 2007 and 2010

Qualifications:

- Strong organizational skills
- Experience in accounts payable and experience involving vendor contact preferred
- Strong computer skills
- Valid driver's license
- Strong communication skills

Type of Review (may include):

- Training and experience evaluation
- Testing
- Interview

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