



*“Committed to Safe and Affordable Housing”*

**Job Title:** Accounting Clerk  
**Classification:** Non-Exempt  
**Category:** Financial Services  
**Salary Range:** \$19.37 - \$28.48 hourly

**Definition**

Under general supervision, process and perform various bookkeeping and financial functions of the accounting department, ensuring their procedural compliance, accuracy, and that deadlines are met.

**Typical Work**

Process accounts payable (AP), including tracking expenditures for training and budgets; review invoices for appropriate documentation and approval prior to payment; print and obtain signatures on all AP checks; distribute checks as required; answer vendor inquiries; reconcile petty cash and ensure the security and safety of the petty cash box.

Process accounts receivable (AR); record all funds received by the agency; prepare daily deposits; apply tenant payments; prepare monthly pay or vacate notices; make adjustments to tenant accounts as needed; bill other organizations/entities for fees; perform month-end reconciliations; prepare monthly check run for the HCV program; assist with IT as needed.

Process payroll (PR); analyze, prepare, and input PR data including deductions, reimbursements, and PR adjustments; submit required tax deposits.

Process general ledger (GL), including reconciling bank accounts and performing journal entries.

Prepare and submit various related reports to the management team, the board of directors, and outside organizations/entities as required; maintain related filing systems and spreadsheets.

Protect the privacy of all client related information; keep a strict confidentiality of YHA business both while at work and during off duty hours.

Perform other duties as required.

**Knowledge and Abilities**

Strong mathematical, writing, and spelling skills; well organized and detail oriented; ability to prioritize multiple tasks; excellent computer skills including Microsoft Office applications; knowledge of standard office equipment; exceptionally high integrity.



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**Legal Requirements**

Additional licenses or certifications may be required. It is the employer’s responsibility to ensure the appropriate licenses/certifications are obtained for this position.

**Desirable Qualifications**

High school diploma or GED; AND two years of work experience in a professional office environment; AND the ability to perform the work.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date