



“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), 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; resolve account discrepancies; submit credit card payments, PILOT tax payments, and fuel tax refunds; reconcile petty cash and ensure the security and safety of the petty cash box; print and distribute 1099's at year-end.

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.