

## POSITION DESCRIPTION

**Title: Accounts Payable  
Specialist/Bookkeeper**  
**Reports To: Executive Director**  
**Office/Department/Division: Finance and Administration**  
**FLSA Status: Exempt**

### **Summary**

Performs accounts payable functions and bookkeeping and small procurement related duties in support of assigned accounting system, function, or program with emphasis. The duties listed below are illustrations of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

### **Duties and Responsibilities**

Prepare and pay accounts payable invoices.

Researches and analyzes revenue and expenditures by program on an ongoing basis and presents the information in a coherent manner in the form of budgets and other financial reports as scheduled. Alerts Executive Director to current or pending budget overages.

Will work with Executive Director and Fee Accountant in preparing all budgets in accordance with HUD, OMB and other regulatory requirements. Assists in the allocations, tracking, reconciliation, and revisions of categorically funded budgets; ensures adherence to categorical contracts and guidelines; monitors for compliance with funding organizations policies.

Serves as the backup to the LOCCS Officer for all HUD grant programs (e.g., CGP, PHDEP, etc.).

Participates in the preparation of reports and recommendations; prepares financial, accounting, budgetary, and statistical studies and reports; reviews and analyzes financial statements for accuracy with regard to balances and budget variances and prepares and submits items for the Board agendas including running budget summary and budget adjustment reports.

Conducts or assists in conducting internal audits of a variety of accounting and financial ledgers, logs, records, and files using standard protocols developed by the Executive Director/Fee Accountant to ensure accurate reporting and appropriate resolution of discrepancies and correction of errors.

Reviews all Capital Fund requisitions and other select Funding requisitions (ROSS) against specific program or project-based budgets to verify availability of funds.

Monitors HUD requirements for grant administration and changes to the Performance Funding System (PFS) to ensure conformance to current standards.

Prepares and dispatches appropriate professional correspondence in a timely and accurate manner.

Handles documents on a variety of general financial topics of a highly sensitive nature and maintains confidentiality regarding all documents and information received by or in the possession of the employee.

Submits monthly, quarterly and annual financial reports and budget to Federal, state and local agencies and others.

Performs analytical review of bank and general ledger accounts, including preparing journal entries and bank reconciliations

Performs reconciliations of non-Capital and Capital accounts and prepares schedules with supporting documentation.

Accountable for consistent adherence to strong Authority standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Authority materials, supplies, resources, and other assets.

Assist in the Procurement process. Track documents, prepare procurement files, maintain contacts with vendors and/or potential vendors.

Performs other duties as required including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.

### **Qualifications and Knowledge**

Bachelor's Degree Preferred, Minimum Associates Degree from an accredited college or university in accounting, finance, or closely related field with three (3) years of experience in a related field or five (5) years of progressively responsible pertinent experience.

Good knowledge of GAAP, basic bookkeeping principles, recordkeeping procedures, budgeting, cost allocation, auditing, and financial reporting.

Ability to determine, calculate, tabulate, or summarize data/information and includes performing subsequent actions in relation to these computational operations.

Good knowledge of grant management requirements. Prefer experience with Performance Funding System

Ability to establish priorities in workload and to assure continuity of workflow.

Ability to establish and maintain effective working relationships with subordinates, co-workers, and outside vendors.

Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy, yet firmness.

Ability to operate appropriate JHC computer equipment, have experience in Excel and Microsoft software packages. Prefer experience with Yardi.

Valid driver's license and good driving record.

### **Supervision Given and Received**

The employee receives instructions from the Executive Director/Fee Account. Courses of action, deadlines, and priorities are established by procedure, the Executive Director, or the employee, depending on the assignment. Routine duties are initiated by the employee without supervisory direction. Instructions to the employee may be general or specific in nature. Problems or situations not covered by instructions are usually referred to the Comptroller for resolution. The employee's work is reviewed periodically for accuracy, completion, and compliance with policies and procedures.

The employee has no supervisory responsibilities.

### **Guidelines**

Guidelines followed by the Accounts Payable Specialist/Bookkeeper include published laws, regulations, handbooks, financial and accounting standards established through nationally recognized accounting standards boards. If guidelines do not cover a situation, the employee consults the supervisor. Sound judgment, consistency, and accuracy are needed to successfully perform duties.

### **Complexity**

The employee performs a wide variety of related tasks that are routine and repetitive in nature remaining flexible to adapt to changes depending on circumstances. The employee must identify the work that needs to be done, determine how to accomplish it and coordinate, integrate, and prioritize a variety of tasks or assignments. Routine work is relatively structured and problems may require consultation with the supervisor.

### **Scope and Effect**

The employee's work in providing correct financial information affects upper management's and the Board's ability to make informed decisions affecting the Authority's grants and budgets.

### **Personal Contacts**

The Accounts Payable Specialist/Bookkeeper has contact with a broad range of individuals including: coworkers, residents, vendors, and landlords. Personal contacts serve multiple purposes including the exchange of and resolution of problems.

Must be able to maintain punctuality and attendance as scheduled.

Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.

### **Work Environment**

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

An offer of employment is based on the ability drug test and background checks. Salary based on level of experience- range of \$44,624.00-\$47,345.00/year. JHC offers a desirable benefits package consisting of medical, dental, prescription, vision, accrued vacation/sick time, 15 paid holidays, EAP,

FSA, pension and life insurance. Work schedule: Monday-Friday 7:30 am – 4:00 pm.

JHC complies with Section 3 of the Housing and Urban Development Act of 1968. Therefore, to the greatest extent feasible, at least thirty-percent (30%) of the aggregate annual number of its internal new hires will be residents and other Section 3 eligible persons. A Section 3 resident seeking preference in employment must fulfill the requirements/qualifications of the sought position and must provide evidence of their Section 3 status (e.g., receipt of public assistance, address of residency, etc.).

Equal Opportunity Employer



