

Accounts Payable Clerk

Tupelo Housing Authority is seeking a highly motivated, organized and responsible Accounts Payable Clerk. Duties include general accounting functions relating to the general ledger, purchasing and budget. Responsible for preparation of payroll. The ideal candidate will be a self-starter, demonstrate the ability to work as a team member and be committed to excellent customer service.

See www.tupha.org for job description, qualifications and educational requirements.

Qualified applicants must mail resume to P.O. Box 3, Tupelo, MS 38802. Envelope must be clearly marked: "ACCOUNTS PAYABLE CLERK POSITION".

Closing Date: September 22, 2017.

NO PHONE CALLS PLEASE

Tupelo Housing Authority is an Equal Opportunity Employer

**TUPELO HOUSING AUTHORITY
JOB DESCRIPTION**

ACCOUNTS PAYABLE CLERK

Exempt (Y/N): Yes	Grade:
Location: Canal Street	Shift: 8 Hours
Department: Central	Supervisor: Executive Director

SUMMARY

Under the direct supervision of the Executive Director, is responsible for the general accounting functions relating to the general ledger, purchasing and budget. The ideal candidate will be a self-starter, demonstrate the ability to work as a team member and be committed to excellent customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Accept rental payments, issues receipts, responsible for accuracy of cash drawer and insures proper accountability of payments received.
- Responsible for the preparation of payroll.
- Maintain records of accounts payable and business accounts.
- Responsible for retrieving, copying and forwarding records as requested.
- Type correspondence and forms relating to PHA business and prepares correspondence for mailing.
- Maintain records of accounts payable, prepares checks and maintains paid invoice files in accordance with HUD Regulations and the GAAP accounting system.
- Responsible for ordering office supplies and ensuring budgetary compliance.
- Operate office machines and equipment.
- Insure that accounting entries are posted to correct account numbers for the annual budget and Capital Fund Program budgets.
- Greet visitors to the Administrative Office.
- Respond to calls to Administrative Office.
- Responsible for filing and retrieval of financial documents.
- Responsible for cooperating with, and maintaining a good working relationship with all Housing Authority employees. Such relationships shall encourage an atmosphere which is conducive for the efficient accomplishment of this Authority's mission.
- All other duties assigned by Executive Director.

SUPERVISORY RESPONSIBILITIES

NONE

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QUALIFICATION REQUIREMENTS

- ❑ To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation, which does not create undue hardship, will be made to enable individuals with disabilities to perform the essential functions. The individual must be adaptable to changing rules and regulations. Ability to initiate and install administrative procedures and evaluate their effectiveness. Ability to establish and maintain effective working relations with the general public.

REASONING ABILITY

Apply principles of logical thinking to define and solve minor problems or refer problems to appropriate supervisor.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

Must possess a valid Mississippi Driver's License.

PHYSICAL DEMANDS

The following physical demands are representative of those that the employee must meet to successfully perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials functions.

- ❑ While performing the duties of this job, the employee is routinely required to talk, hear, sit, walk, and stand. Employee will be occasionally required to reach with hands and arms, climb or balance, stoop, kneel, or crouch.
- ❑ Specific vision abilities required include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to focus.
- ❑ Employee must be able to occasionally lift up to thirty (30) pounds.

EDUCATION AND / OR EXPERIENCE

- ❑ A four-year degree from an accredited college with a BS degree in Accounting, Business Administration, or a related field preferable or completed sixty (60) hours of college work with an Associate Degree in Office Management or related field.
- ❑ Experience in computer or accounting field may be substituted for the Education requirements.
- ❑ Computer literate in Windows operating system, Microsoft office products and Excel.
- ❑ Familiarity with HUD public housing is a plus.

LANGUAGE SKILLS

Ability to understand and follow oral and written instructions; read, analyze, and interpret correspondence, reports, and other general data; respond to common queries; prepare reports and correspondence; must communicate effectively with peers, superiors, and residents in person and by telephone.

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MATHEMATICAL SKILLS

Ability to perform basic mathematical calculations including addition, subtraction, multiplication, division, and determine percentages.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The employee regularly works inside in a typical office. The employee will perform duties outdoors while conducting official business and commuting between offices.**
- The indoor noise level is moderate. The employee may encounter angry customers and may experience eye fatigue.**

Updated: August 2, 2017