

HOUSING AUTHORITY OF THE CITY OF SOUTH BEND

Job Description

Job Title: Accounts Payable Clerk
Department: Finance
Reports To: Finance Director
FLSA Status: Non-Exempt
Work Schedule: Generally works an nine hour shift
O.T. Required: Occasionally works evenings and weekends
Prepared By: Human Resources
Prepared Date: March 17, 2016
Approved By: Human Resources
Approved Date: March 17, 2016

GENERAL PURPOSE

The position compiles and maintains accounts payable records.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs all duties in accordance with the department's and position's performance standards.

Determines proper General Ledger account(s) for invoice entry. Also determines if proper supporting documentation is included before making payment. Coordinates with appropriate management personnel to get proper paperwork if lacking.

Maintains copies of contracts to ensure contracts do not expire or dollar limits are not exceeded.

Prepares all backup information for utility bills and prepares bills for payment.

Maintains and reconciles Utility Register for budgetary purposes, showing both consumption and dollar amounts paid for gas, electricity and water/sewer by location.

Maintains confidential vendor files to include copies of checks, invoices or statements, vouchers, receiving documents, purchase requisitions, and purchase orders.

Answers vendor inquiries.

Serves as advisor for all procurement matters.

Serves as backup for rent receipts.

Prepares accounts payable checks.

Ensures monthly data for Public Housing Resident Utility Reimbursement Checks are reconciled between Tenant Accounts Receivable and Accounts Payable modules before running checks.

Prints accounts payable reports and maintains accounts payable files.

Prepares analysis of accounts, as required.

Assists in monthly closings.

Assists with special projects, as necessary.

Courteously and thoroughly responds to vendor telephone, and in-person inquiries, and to written correspondence within twenty-four (24) hours of receipt of the communication with no more than one (1) exception per quarter.

Advises the Finance Director of purchasing and vendor payment issues.

Promotes and ensures customer/resident satisfaction with their housing and in their interactions with HASB staff, measured in terms of receiving no more than one (1) complaint per quarter.

LEVEL OF CONTACTS

Daily personal and telephone contact with staff at all levels. Daily personal, telephone and written contact with vendors regarding purchases. Must interact in a professional and courteous manner.

REGULATIONS, POLICIES AND PROCEDURES

HUD Rules and Regulations

HASB Policies and Procedures

Generally Accepted Accounting Principles (GAAP)

Standard Account Practices and Procedures

Financial Management Guidelines

Capital Fund Guidelines

SUPERVISORY RESPONSIBILITIES

None

DECISIONS MADE INDEPENDENTLY

Payment of invoices and rents receipts.

DECISIONS REFERRED TO SUPERVISOR

Approval of payment of bills.

All matters relating to the news media

Inquiries from mayor, Congress, HUD

Decisions that could set an unfavorable precedent for the agency

QUALIFICATIONS 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree in Business Administration or Accounting; three to five (3-5) years experience related to data input into computer systems; working knowledge of data processing relating to processing of accounts payable, receivables, and material usage, or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as financial reports, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or employees of HASB.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to apply mathematical operations to daily accounting tasks.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Driver's License and must be insurable under the HASB's automobile insurance.

OTHER SKILLS AND QUALIFICATIONS

Must have experience working with computer software such as Microsoft Word, Excel, and Access. Must exhibit good judgment, maintain confidentiality, be diplomatic and be able to relate to persons of all ethnic and economic backgrounds. Must be able to work with limited supervision, and be able to work flexible hours including evenings and weekends, when required. Must have a working telephone.

MACHINES, TOOLS USED

Computer input/output device
Calculator
Automobile
Fax Machine
Copy Machine

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate.