



Accounts Payable Clerk Position Description

Department: Administration
FLSA Status: Full-time, Exempt
Reports To: Comptroller
Benefits: Full

Description:

This is a professional position for a highly motivated individual responsible for processing payables and HAP, including general ledger coding, inputting invoices to payable system, verifying purchase orders and check processing. Performing widely varied tasks to include preparation of journal entries, making daily deposits, Annual 1099, transfer images to E-Bridge and to assist accounting staff as needed.

Duties:

ESSENTIAL DUTIES

The statements contained below reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.

An essential function is a duty or responsibility that is critical or a unique component of the job and is required to be performed with or without reasonable accommodations.

- Process invoices (including verifying PO's and requisitions), post to vendor accounts and process checks and ACHs on a weekly basis.
- Review that all required signatures are on the invoices, check requests, purchase requisitions and purchase orders.
- Develop and maintain relationship with accounting team and the other departments.
- Research problems in accounts payable for specific vendors.
- Audit petty cash accounts.
- Assist landlords and vendors regarding payments as needed.
- Assist with annual year-end audit requests.
- Maintain all accounts payable records including filing checks, invoices and payment term information.
- Maintain record retention files annually.
- Prepare escrow reimbursements.
- Review and Process Positive Pay Notifications.
- Daily electronic deposits.
- Preparation of journal entries.
- Perform other related duties as assigned to help the finance department and PCHA achieve its goals.

CORE COMPETENCIES

The following personal attributes are considered essential requisites for effective performance of the holder of this position.

- Problem Solving Expertise: Identifying and defining problems/goals including scope and sequence of priorities for attainment; selecting and implementing alternative solution strategies; and supervising resources, constraints, and contingencies.
- Positive Thinking & Attitude: Maintains a positive work environment by creating job motivation, remaining enthusiastic about taking challenges, demonstrating an “I care” attitude, approaching others in a pleasant, happy, upbeat manner, and always finding the positive aspect of a negative situation; ability to resolve conflict in positive ways.
- Communicates Effectively: Presents ideas and influentially through various means; identifies/shares important information in a timely manner; appears knowledgeable and confident in communicating information.
- Work Ethic: Dependable and meets commitments by exhibiting willingness to put in extra hours or extra effort to get the job done; available and presentable for work on a consistent and timely basis.
- Organization: Develops plans to achieve objectives by identifying resources needed, time allocations, and anticipated obstacles; utilizes planning tools and methods for prioritizing, organizing and following through.

Qualifications:

MINIMUM REQUIREMENTS

- Associate Degree from an accredited college or university with major course work in finance, public administration, business administration or a related field with a minimum of two (2) years of experience or a High School Diploma with a minimum of five (5) years of experience in a similar position.
- General ledger experience.
- Proficiency in Advanced MS Excel.
- Prior public housing experience preferred but not required.
- Excellent verbal and written communication skills.
- A combination of experience and training that would likely provide the required knowledge and abilities to qualify.
- Florida Class “E” driver’s license and be insurable by PCHAs liability and fleet insurance carrier.

QUALIFICATION PROCEDURES

Applications will be reviewed for relevant experience, education and training. Applications must be detailed and complete for proper evaluation. The best-qualified applicants may be required to complete further testing, which may consist of any combination of written, oral or performance examinations. Responses to supplemental questions are required if applicable.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Pertinent Federal, State and Local laws, codes and regulations.
- Knowledgeable in accounts payable

Ability to:

- Customer service phone skills for purpose of taking vendor calls

- High degree of accuracy and attention to detail
- Interpret and apply Federal, State and Local policies, laws and regulations.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Office environment.
- Driving a vehicle to conduct work.
- Work Monday – Friday; some weekend work may be required, hours to be determined.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials and to drive.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Operate mailing and other equipment.
- Contact with dissatisfied or abusive individuals.

ADA STATEMENT

In compliance with the Americans with Disabilities Act, the Pinellas County Housing Authority will make reasonable accommodations to the known disability of a qualified applicant or employee to enable people with disabilities to enjoy equal employment opportunities, if it would not impose an “undue hardship” on the operation of the employer’s business.

ETHICS

As a governmentally funded agency, PCHA is committed to maintaining the highest of ethical standards. Applicants selected for employment are expected to perform work responsibilities with the highest degree of integrity, professionalism and honesty, to merit the respect of co-workers, clients, partners, vendors and the general public. Applicants selected for employment are also expected to serve the public with dedication, concern, courtesy and responsiveness.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This position specification is not an employment agreement or contract. Management has the exclusive right to alter this position specification at any time, without notice.

PCHA is an Equal Opportunity Employer.

To apply, please send your resume to Human Resources via email, employment@pinellashousing.com or via fax at (727) 489-0779.