



ASHEVILLE HOUSING AUTHORITY
165 SOUTH FRENCH BROAD AVE.
ASHEVILLE, NORTH CAROLINA 28801

ASHEVILLE HOUSING AUTHORITY JOB DESCRIPTION

JOB TITLE: ACCOUNTANT I – ACCOUNTS PAYABLE

GENERAL STATEMENT OF JOB

It is the intent of the President and CEO of the Housing Authority of the City of Asheville (HACA) to create a modern and innovative organizational infrastructure. Creating a highly functioning infrastructure requires a Finance Department that ensures compliance with GAAP Accounting Principles, produces regular financial reports, and assists other departments with their finance needs. The work of the HACA Finance Department is integral to the success of all of the work the Authority conducts. HACA is seeking an experienced Accounts Payable Accountant to join the Authority.

Under general supervision performs specialized accounting and technical duties in the processing and maintenance of fiscal records in the Authority's Finance Department. Work requires extensive data processing by use of a computer in report preparation and fiscal record keeping. Some knowledge is required of the entire fiscal process in order to effectively maintain records and process information. Work assignments are performed in accordance with established procedures but require independent judgment, discretion, and confidentiality in completing assignments and dealing with other employees and the general public. Work assignments to include AHA as well as its related entities. This position reports to the Chief Financial Officer. This is a non-exempt position under FLSA.

To apply, please submit a cover letter and resume via email to mpierre@haca.org, via USPS mail or by hand delivery to the Housing Authority of the City of Asheville - Central Office (165 S. French Broad Ave., Asheville, NC 28801). Applications may be obtained on the HACA website at www.haca.org, or by contact Ms. LaFredia Morris at (828) 258-1222 for an application. Applications will be accepted until this position is filled, and applications received may be used to fill more than one position according to skill and experience. The Housing Authority is an equal opportunity employer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

- Responsible for professional relations with all staff, residents, other organizations and the community at large.
- Utilizes data entry equipment to record data into computerized records and prepares a variety of periodic reports and records according to established procedures or as requested; submits such reports and records to requesting parties or in accordance with established procedures.

- Receives telephone calls; explains departmental policies.
- Examines data to determine accuracy, completeness, and conformance with laws, regulations, and AHA procedures.
- Maintains the recording and transfers of all deposits.
- Maintains cash flow to coincide with general ledger.
- Prepares journal entries for review by accountants; regularly audit detail records for accuracy and making corrections as necessary.
- Reconciles all bank accounts; researches and resolves discrepancies between Authority records and bank statements.
- Works directly with other staff to resolve problems/issues pertaining to specified accounting areas.

ADDITIONAL JOB FUNCTIONS

- Types forms, letters, memorandums, reports, tabulations, card records and other materials from copy or rough draft with general instructions.
- Files, organizes and maintains up-to-date financial records, statistical records, and other necessary records.
- Performs other related work as assigned by supervisory personnel. The above duties are intended to describe the general content of and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of essential functions, responsibilities or requirements

MINIMUM TRAINING AND EXPERIENCE

- Bachelor's Degree in Accounting or related field
- 3-5 years of related experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office machinery and equipment including typewriters, computers, calculators, shredders, copiers, etc. Must be able to move objects of up to 20 pounds occasionally, and/or up to 10 pounds frequently, and/or a negligible amount constantly. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Interpersonal Communication: Requires the ability to communicate to people to convey

or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, ledgers, requisitions, invoices, checks, financial statements, manuals, etc. Requires the ability to prepare correspondence, reports, forms, journals, financial statements, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to communicate to people with poise, voice control and confidence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in computer and accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; compute discount, interest, profit and loss, ratio and proportion, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of the application of established bookkeeping and accounting principles and techniques to governmental and quasi-governmental accounting transactions.
- General knowledge of federal, state and local fiscal regulations, policies and procedures.
- Intermediate skill level utilizing MS Word and MS Excel; ability to create spreadsheets with common formulas.
- Working knowledge of modern office practices and procedures.
- Considerable skill in operating general office equipment, including computer-driven word processing, spreadsheet and file maintenance programs.
- Skilled in basic mathematics.
- Ability to understand or apply laws, regulations and policies to the maintenance of

financial records.

- Ability to verify documents and forms for accuracy and completeness.
- Ability to prepare standard reports from the books and records.
- Ability to analyze and interpret policy and procedural guidelines and to resolve problems and procedures.
- Ability to understand and follow complex oral and written instructions.
- Ability to express ideas effectively orally and in writing.
- Ability to exercise tact and courtesy in contact with the public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.