



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

The mission of the Asheville Housing Authority is to provide safe, quality, and affordable housing, to expand available resources, and to collaborate with the community to create opportunities for resident self-reliance and economic independence.

Our core values are Compassion, Equity, Fairness Integrity, Openness, Patience, and Respect.

JOB POSTING FOR: PAYROLL / ACCOUNTING CLERK
JOB TYPE: FULL TIME, NON-EXEMPT
PAY RANGE: FROM \$20.00 PER HOUR
WORK LOCATION: IN PERSON

GENERAL STATEMENT OF JOB

The Asheville Housing Authority seeks to hire an experienced Payroll/Accounting Clerk. Reporting to the Director of Finance, the Payroll /Accounting Clerk is responsible for processing payroll and all related tasks including but not limited to collecting and verifying timesheet information, processing personal deductions and tax withholdings, entering payroll data into system and maintaining employee records, generating and producing timely and accurate pay statements and payroll reports, and distributing to the management team.

The Payroll/Accounting Clerk is also responsible for responding to payroll inquiries and resolving discrepancies, assisting with payroll audits and reconciliation, and staying up to date with changes in statutory payroll regulations and best practices.

For an application, please visit the Employment page on the Asheville Housing Authority website at <https://haca.org/employment-opportunities/>, or contact Ms. LaFredia Morris at (828) 258-1222. You may also apply by submitting a cover letter and resume via email to jwilloughby@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 /resumes will be accepted until this position is filled. The Housing Authority is an equal opportunity employer.

ESSENTIAL FUNCTIONS

- Assist in performing all tasks necessary to achieve the organization's mission
- Process payroll for employees accurately and in a timely manner
- Maintain payroll records and ensure compliance with relevant laws and regulations
- Calculate and process deductions, taxes, and garnishments

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- Prepare and distribute payroll reports to management
- Respond to all payroll inquiries and resolve any payroll discrepancies or issues
- Stay up-to-date with changes in payroll regulations and best practices
- Maintain a high level of confidentiality

Note: 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.

KNOWLEDGE, SKILLS, AND ABILITIES

- Possess a thorough knowledge of modern office practices and procedures and of standard office and accounting equipment.
- Exemplifies proven experience as a Payroll Clerk
- Possess strong understanding of accounting principles and practice
- Possess proficiency in using payroll software, such as Paychex
- Possess strong knowledge of technical accounting, governmental accounting, and accounts payable processes
- Familiarity with human resources processes related to payroll
- Practice excellent attention to detail and accuracy in data entry
- Ability to analyze data and identify discrepancies or errors
- Ability to effectively express ideas orally and in writing
- Ability to exercise considerable confidentiality
- Ability to establish and maintain effective working relationships with other employees

MINIMUM TRAINING AND EXPERIENCE

Education:

High school diploma or equivalent; associate's degree in accounting or related field preferred

Experience:

3-5 years of related accounting and payroll experience, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

- Valid North Carolina issued Driver's License
- The Housing Authority of the City of Asheville requires all applicants to have a background check and a drug test before the commencement of employment

STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to operate a variety of office machinery and equipment including computers, facsimile machines, calculators, copiers, printers, 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 of constantly. Must be able to operate a motor vehicle. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or

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standing to a significant degree. However, if the use of arm and/or leg controls requires movement of objects 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 with people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, ledgers, logs, applications, appraisals, etc. Requires the ability to prepare correspondence, reports, forms, audits, appraisals, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to communicate with people with poise, 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 Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; statistical inference and statistical theory.

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.

BENEFITS

- Medical Insurance (100% Company Paid for Employee)
- Dental, Vision, Life
- Short-Term & Long-Term Disability (100% Company Paid)
- 401k with 7% Employer Contribution
- PTO = 4 weeks
- 11 Paid Holidays