



## JOB POSTING

**DATE:** April 24, 2019  
**JOB TITLE:** Accounting Clerk A  
**REPORTS TO:** Senior Accountant  
**CURRENT WORK HOURS:** Monday – Friday, 8:00AM – 5:00PM  
**FLSA:** Non-Exempt Full Time

### MAJOR JOB RESPONSIBILITIES

- Prepares required journal vouchers and enters the vouchers.
- Responsible for maintain files, including transfer of files at end of fiscal year.
- Balance Section 8 rent roll to trial check run no later than the last day of the month so that landlord checks are in the mail no later than the 1<sup>st</sup> of the month.
- Responsible for processing Section 8 disbursements, entering all manual Section 8 cash repayment agreements, balancing disbursements General Ledger, maintaining W-9 forms file for all current Section 8 Landlords, Is responsible for reconciliation of Forms 1099.
- Prepares monthly Section 8 Board Packet and insures the information agrees with the Section 8 Departments Board Packet.
- Will assist the Budget process and Year-End process for Section 8
- Review all invoices for appropriate documentations and approvals and process for payment.
- Prioritize invoices according to cash discount potential and payment terms
- Review check request for appropriate approvals an process for payment
- Enter invoices and check request into the computerized accounting system, verify the correctness of input and produce reports for verification.
- Prepare the periodic payables check runs and process as directed
- Match invoices and checks requests, obtain appropriate signatures and distribute checks accordingly
- Request and maintain up to date vendor forms 1099
- Respond to vendor inquiries and reconcile vendor statements, research and correct any discrepancies
- Maintain accounting files and documentation in accordance with agency policies, including transfer of files at year end
- Prepare HCV Landlord payments and process as directed

### MINIMUM QUALIFICATIONS REQUIRED:

#### EDUCATION AND EXPERIENCE

Associates Degree from an accredited college with major course work in accounting and three to four years experience in professional accounting capacity; or, any combination of experience and education that provides the required knowledge and skills.

#### **HOW TO APPLY: APPLICATION DEADLINE: Tuesday April 30, 2019 5:00PM or until filled**

Submit letter of interest and resume prior to deadline to:

Name: Bret stone, Human Resources Director  
Address: PHA Administration Building, 100 S. Richard Pryor PL – Peoria, IL 61605  
Email address: [bstone@pha.peoria.il.us](mailto:bstone@pha.peoria.il.us)

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