

SPRINGFIELD HOUSING AUTHORITY
200 North Eleventh Street
Springfield, IL 62703

Position Vacancy

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

DATA PROCESSING CLERK

Full-Time Position/Salary Range: Negotiable

EDUCATION & EXPERIENCE:

High school graduate; must be able to type 40 wpm with accuracy; must have one (1) year of technical accounting, or four (4) years of clerical bookkeeping experience. Working knowledge of the application of routine accounting transactions and ability to apply those principles in keeping accounting records; knowledge of basic computer capabilities, software and data processing equipment; working knowledge of office methods, procedures and equipment; ability to make complex arithmetical computations quickly and accurately; experience with timekeeping calculations and the ability to understand and follow oral and written instructions.

DUTIES & RESPONSIBILITIES:

Post payments to tenants' accounts. Must become knowledgeable and be prepared to perform the duties and responsibilities of the Accounts Receivable Clerk in the event of his/her absence. Process conventional monthly rent statements and related reports. Process Section 8 monthly housing assistance payments and related reports. Responsible for processing time reports monthly to be given to the Managers. Responsible for year-end processing of 1099's for Section 8. Reconcile the Authority's bank statements and maintain the check register for all bank accounts. Responsible for the collection and recording of all requests for leaves. Responsible for the submission of accurate time sheets to the Finance Manager or Director of F&A for payroll. Responsible for maintaining current DMV reports on all SHA employees. Responsible for ordering and monitoring office supplies. Responsible for coordinating the Finance Department's efforts in the review, compilation and processing payroll.

APPLICATIONS SHOULD BE FORWARDED TO:

Springfield Housing Authority
Department of Human Resources
200 N. Eleventh Street
Springfield, IL 62703

Employment applications are available on the SHA Website
www.springfieldhousingauthority.org and by clicking on the link below:

<https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?ApplyToJob=201572420>

Internal candidates should use their TruPay login, Our Company, Search For Jobs, View Selected Jobs, Apply For This Job

Posting Dates: 9/12/2018 – 9/21/2018

This position will remain open until filled

County Residency Required Within One Year of Employment
The Springfield Housing Authority is an Equal Opportunity Employer