

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:

Accounting Clerk

Full-Time Position/Salary: Negotiable

EDUCATION & EXPERIENCE:

High school graduate; one (1) year of technical accounting, or four (4) years of clerical bookkeeping experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of bookkeeping; accounting; and bank reconciliation processes, policies, and procedures; Knowledge of and ability to carry out the responsibilities and duties of the Accounts Payable Clerk on a short-term basis; Knowledge of occupational hazards and applicable precautionary measures; Skill in performing complex mathematical calculations quickly and accurately; Skill in the proficient use of office equipment, computers, and software; Skill in typing 40 WPM with accuracy; Skill in maintaining accurate and complete complex records and generating computerized reports; Ability to work independently in an organized, thorough, detailed, accurate, and efficient manner; Ability to communicate (oral and written) and interact with diverse individuals (public, outside agencies/vendors, and co-workers) in a courteous, confidential, effective, positive, professional, and ethical manner; Ability to maintain a valid Illinois driver's license and be an insurable SHA driver.

DUTIES & RESPONSIBILITIES:

The incumbent posts payments to tenants' accounts and enters as deposits into check registers. Applies all payments to vacated tenants in Posts payments to tenants' accounts. Duties include but are not limited to the following: Processes conventional monthly rent statements and related reports; Processes HCV monthly housing assistance payments and related reports; Maintains year-end processing of 1099's for HCV; Reconciles the Authority's bank statements and maintains the check register for all bank accounts; Maintains current DMV reports on all SHA employees; Performs data entry of asset transfer, new equipment, asset identification and asset disposal preparation; Handles accounting and tagging all SHA assets; Assists in annual inventory of all asset systems; Ensures the ordering and monitoring office supplies; Posts payments to the vacated tenant's accounts; Changes out back up tape from server in case of a virus or computer crash so that files can be recovered; Cross-trains with Accounts Payable Clerk as needed to be able to backup this position in their absence.

APPLICATIONS SHOULD BE FORWARDED TO:

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

Via e-mail: wendym@sha1.org or fax: 217-753-4421

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=319015426>

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

Posting Dates: 9/18/2020 – 9/27/2020

This position will remain open until filled

County Residency Required Within One Year of Employment

The Springfield Housing Authority is an Equal Opportunity Employer