

WATERTOWN HOUSING AUTHORITY

EQUAL HOUSING OPPORTUNITY

55 WAVERLEY AVENUE
WATERTOWN, MASSACHUSETTS 02472-3613

[617] 923-3950 – Office
[617] 923.3961 – Maintenance

[617] 923.3954 – Leased Housing
[617] 923-2466 - FAX

ACCOUNTS PAYABLE CLERK

The Watertown Housing Authority is seeking a highly motivated, professional, responsible individual for part-time employment (18 hours per week) as an Accounts Payable Clerk. The position will be responsible for accounts payable, assisting with internal and external financial reporting, and general accounting. The position reports directly to the Accounting Manager.

- Complete payments and expenses by receiving, processing, verifying, and reconciling invoices.
- Pay vendors while monitoring contracts, verifying federal id numbers, tax exemption and scheduling and preparing checks
- Maintain accounting ledgers by verifying and posting account transactions
- Reconcile account payable ledgers on a monthly basis and assist in preparation of monthly financial statements
- Ensure payments are processed in compliance with WHA policies and procedures, reviewing for appropriate authorizations, proper coding and distribution accuracy and issuance
- Issue stop-payments or purchase order amendments involving payment discrepancies and documentation
- Assist with monitoring and analyzing reports and metrics to ensure accordance with budgets and grant management
- Ability to exercise initiative, use sound judgment in analyzing situations, and make decision in a timely manner
- Ability to work with third party accountants and auditors to complete monthly, quarterly, and annual financial schedules, reporting, and audits
- General knowledge of HUD Housing Choice Voucher, EOHLC public housing, other relevant HUD/federal/state programs
- Other duties as assigned by the Executive Director, or Accounting Manager

Experience working successfully with a diverse population in both individual and group settings required. The candidate must have a bachelor's degree, or a minimum of 3 years' experience working with accounting, finance, or a related field. Position involves a high level of contact with the tenants and community. Computer and Internet skills required. Excellent written and verbal skills required as well as a Massachusetts driver's license. Candidates will be subject to a criminal background check. Resumes will be accepted until the position is filled. Please submit a cover letter, resume and three professional references to:

Executive Director
Watertown Housing Authority
55 Waverley Ave.
Watertown, MA 02472

The Watertown Housing Authority is an Equal Opportunity and Affirmative Action Employer.