

MILFORD HOUSING AUTHORITY

45 Birmingham Court, Milford, MA 01757
Phone: (508) 473-9521 | Fax: (508) 634-0853
TTD/TTY (508) 473-9521

Accounting Clerk

The Milford Housing Authority is seeking an experienced accounting clerk/bookkeeper for 18 hours a week to assist with accounts payable and other financial functions. This is a part-time, unbenefited position. Hours must be worked during office hours of operation, but schedule is flexible.

Job Duties include:

- Issuance and reconciliation of purchase orders.
- Verification of vendor accounts by reconciling monthly statements and related transactions.
- Paying vendors by monitoring discount opportunities and tax exemption status; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments. Charge expenses to accounts.
- Paying employees by receiving and verifying expense reports and requests for advances; preparing checks.
- Disbursement of petty cash by recording entry; verifying documentation.
- Preparation of weekly, monthly, quarterly reports and at Directors request.
- Timely tracking of data and preparation of reports for DHCD and HUD reporting requirements.
- Prepare annual vendor tax forms.
- Assist with tenant account receivables.
- Maintain historical records by filing documents.
- Protect organization's value by keeping information confidential.
- Accomplishes accounting and organization mission by completing related tasks as requested.

SUPERVISION. Supervision is received from the Deputy Executive Director and/or Executive Director who reviews work through meetings, conferences, and reports. All personnel must be flexible in their duties and shall cross train to provide the most effective and efficient work environment.

KNOWLEDGE AND ABILITIES: Tracking Budget Expenses, Attention to Detail, Thoroughness, Organization, Analyzing Information, Accounting, Vendor Relationships, PC Proficiency, Data Entry Skills, Strong Math Skills.

QUALIFICATIONS

Minimum Qualifications Required: Combination of training, education, experience equivalent to 1-3 years hands on experience in bookkeeping or accounting.

Special Requirements: Must possess strong mathematical skills; have excellent oral and written communication; be able to deal with a diverse population and be able to work in a close environment with office personnel.

Preferred Qualifications: Familiarity public housing bookkeeping are highly desired. Familiarity with PHA-Web software is a plus.

Instructions: The selected candidate will undergo a criminal (CORI) background check. The Milford Housing Authority is an equal opportunity employer. Please send resume with cover letter to Milford Housing Authority, 45 Birmingham Court, Milford, MA, 01757, or e-mail to jmartin@milfordhousing.org. No phone calls please. No faxes will be accepted. Position will remain open until filled.