

# Leominster Housing Authority

<b>Job Title:</b>	Finance Clerk	<b>Revision Date:</b> <b>E.D. Initials</b>	August 19, 2024
<b>Department/Group:</b>	Administration	<b>Union Status</b>	Non-Union
<b>Location:</b>	All Public Housing Locations	<b>FSLA Status</b>	Exempt
<b>Level/Salary Range:</b>	\$45,000 - \$52,000	<b>Position Type:</b>	Full Time Position-35 hours

## Job Description

### **Position Overview:**

The Leominster Housing Authority is seeking a highly motivated, professional, responsible individual for full-time employment as a Finance Clerk. This position will be responsible for assisting with accounts payable, accounts receivable, clerical duties, assisting with internal/ external financial reporting, and general accounting for Leominster Housing Authority and other Housing Authorities managed by Leominster Housing Authority.

The Leominster Housing Authority is part of a consortium of housing authorities located in North Central Massachusetts. Employees of the Leominster Housing Authority may also be stationed and called upon to perform tasks in other consortium communities.

### **Principal Duties and Responsibilities:**

- Posting tenant receipts and charges to housing software in PHA-Web
- Prepare and make bank deposits, reconcile bank deposits to posted cash receipts
- Accounts Receivable/collections
- Distribution of daily mail, filing and other clerical duties as assigned
- Assisting with the completion of payments and expenses by receiving, processing, verifying and reconciling invoices
- Assisting with maintaining accounting ledgers by verifying posting account transactions
- Assisting with paying Vendors while monitoring contracts, verifying federal ID numbers, tax exempt and scheduling and preparing checks
- Ensuring payments are processed in compliance with Leominster Housing policies and procedures, reviewing for appropriate authorizations, proper coding and distribution accuracy and issuance
- Ability to exercise initiative, use sound judgment in analyzing situations, and make decisions 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 and EOHLC public housing, other relevant HUD/Federal/State programs
- Other related tasks as assigned for both State and Federal programs
- Other duties as needed or required.

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## **Qualifications & Skills:**

### ***Requirements***

- Must have a high school diploma or GED Certificate
- Must have a driver's license and reliable transportation
- Must have working knowledge of Microsoft Excel, Word and Outlook
- Must demonstrate general knowledge of accounting practices
- High level of integrity and ability to maintain confidentiality
- Ability to work effectively and independently in a fast-paced work environment with frequent interruptions.
- Ability to work cooperatively and pleasantly with a diverse population

### ***Preferred Skills***

- Associates degree in a related field, or two years' experience in a related field
- Knowledge of PHA-Web software
- Experience in Public Housing Management/Accounting
- Experience in banking

Please send a resume and cover letter to: [administration@leominsterha.com](mailto:administration@leominsterha.com) or mail to: Executive Director Leominster Housing Authority, 100 Main Street, Leominster, MA 01453.