

AKRON METROPOLITAN HOUSING AUTHORITY

Job Title: Account Clerk - Accounts Payable
Reports to: Accounting Manager
Department: Accounts Payable
Date: June 2012
FLSA Status: Non-exempt

General Purpose:

Reviews and prepares incoming documents for payment. Enters data into computer. Processes utility bills for payment and maintains records. Generates and balances reports and maintains files. Provides clerical support as necessary to divisions within the Finance Department.

Essential Duties and Responsibilities:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- 30% Process incoming documents for payment. Ensure documents are accurate and assign appropriate G/L account numbers. Verify and cross check every payment to ensure accuracy. Determine monthly distributions and pay dates, calculate discounts, and prepare vouchers. Create payment vouchers. Contact vendors and/or other departments to resolve discrepancies.
- 20% Process credit card transactions for payment. Log on to appropriate on-line banking site, review individual cardholder's transactions, ensure documents are accurate and assign appropriate G/L account numbers, and submit for approval. Audit and verify cardholder statement and receipts. Identify discrepancies and contact appropriate person or department to resolve discrepancies.
- 30% Process utility invoices. Enter utility bill consumption and payments data into computer. Generate and balance reports. Compare current month balance to prior month balance and verify and resolve discrepancies. Track estimated figures and actual figures and contact utility company to ensure account is credited accurately. Create payment vouchers.
- 10% Maintain files and record keeping systems, including but not limited to creating new vendor files, auditing files, and creating new fiscal year files. Open and distribute mail to various departments for payment approval.
- 5% Initiate stop payment process for lost checks, collect appropriate information, and forward to the Accounting Manager. Void or reissue check when necessary. Answer routine inquiries.
- 5% Miscellaneous
 - Assist in posting and/or maintaining various spreadsheets.
 - Print various reports.
 - Clerical assignments as needed.
 - Other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The

requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies:

Demonstrates accuracy and basic knowledge of accounting; prioritizes tasks effectively; communicates and coordinates with colleagues to ensure duties and tasks are accomplished in an accurate and timely manner.

Minimum Qualifications, Education and Certifications:

High school diploma and one to two years bookkeeping and/or accounting experience. Demonstrated proficiency with computers and computer software. Must possess a valid Ohio driver's license and be insurable under AMHA policy.

Physical Requirements. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Physical demands may include kneeling, reaching, pushing, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking, lifting up to 10 lbs. and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.

Working Conditions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

Office environment.

Employee Understanding:

The above job description was received, read and understood by me.

Employee's signature

Date

Supervisor's signature

Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.