

ST. PETERSBURG HOUSING AUTHORITY

JOB DESCRIPTION

Position:	Accounts Payable Specialist	Department:	Administration
Salary Range:		Classification:	Part-Time Non-Exempt
Reports to:	Chief Finance Officer	Date:	7/1/2018

Position Summary:

This highly responsible position oversees Accounts Payable (AP) functions and provides administrative support to staff of the Finance Department. Answers/researches payment inquiries from vendors, suppliers, and clients; prepares payments/checks; records transactions on internal systems; maintains account files; analyze, prioritizes, verifies purchase orders and check processing; codes and pays bills/invoices. Work responsibilities are performed with the highest degree of integrity, professionalism and honesty to service the Authority and public with dedication, concern, courtesy and responsiveness.

The statements contained below reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required along with the scope of responsibility. This should not be considered an all-inclusive listing of work requirements. Individuals may perform other related duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise balance the workload.

Essential Job Functions

- Oversee and direct the daily activities of AP to ensure all responsibilities are completed according to timing, rules, regulations and policies.
- Resolve issues related to AP duties and responsibilities.
- Answer/research payment inquiries from vendors, suppliers, and employees; prepare payments/checks; record transactions on internal systems; maintain account files; analyze, code and pay bills/invoices, and make timely payments for internal vouchers and expenses.
- Answer telephone, take messages, forward calls and answer general inquiries.
- Prepare and manage internal and external correspondence.
- Prepare and maintain logs, files and associated records for assigned work area.
- Perform special projects as requested.
- Maintain department files, records, documents, and manage retention of same.
- Process accounts payable and payment reports; receive invoices and match purchase orders; scan invoices; and maintain AP records.
- Process Housing Assistance Payments (HAP).
- Send out monthly tenant rent statements to residents of the Authority.
- Receive and post all Housing tenant payments and maintain Accounts Receivable records
- Make bank deposits.
- Maintain and complete 1099s to vendors.
- If needed, assist in updating property owner files annually, collect W-9's, confirm if property taxes are paid, and if applicable confirm that corporation is active.
- Advise Finance Officer and finance staff members of any problems, concerns or questions that arise.
- Perform other related duties as assigned.

Required Knowledge, Skills, Abilities and Expectations

Knowledge of:

- general accounting principles and practices
- general business principles and office support practices
- standards and practices for establishing and maintaining valid accounting documentation and a credible audit trail
- pertinent Federal, State and Local laws, codes and regulations

Skills in:

- customer service
- interpreting and applying Federal, State and Local policies, laws and regulations
- operating of office equipment including computers and supporting word-processing, spreadsheet and applications.
- communicating clearly and concisely, both orally and in writing.
- establishing and maintaining effective working relationships with those contacted in the course of work
- analysis and mathematical calculations
- judgment and decision making

Ability to:

- identify and rectify problems in areas of assigned responsibility.
- establish priorities and meet deadlines
- sit at a desk/ conference table to enter information on a computer for extended periods
- repetitive hand movement via keyboard, computer, data entry
- operate a motor vehicle

Minimum Qualifications & Requirements:

- Associate's degree in Office Administration, Accounting, or related field from an accredited community college or training program. Equivalent combination of experience, education and training may substitute for degree.
- Three years' experience in accounts payable and/or office management.
- Computer proficiency in Windows operating system and Ms Office software including Word and Excel. Able to operate internet applications and email, as well as external vendor and proprietary software programs.
- Possession of valid Florida Driver's License.

Approved:

I confirm having received a copy of the Accounts Payable Specialist's job description.

Name

Date