

# POSITION VACANCY NOTICE

## TO ALL EMPLOYEES AND PUBLIC HOUSING RESIDENTS

Note: Current SPHA employees have promotional preference and transfer consideration over other applicants.

<b>Position Title:</b>		<b>PART-TIME ACCOUNTS PAYABLE SPECIALIST</b>	
		<p><b>Note:</b> Most SPHA positions start at the minimum rate, however some positions that require special qualifications, experience, or are in a job market shortage may start above the minimum.</p>	
<b>Summary of Duties:</b>	<p>Highly responsible part-time position that oversees Accounts Payable/Accounts Receivable 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; process receivables; 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.</p>		
<b>Minimum Requirements</b>	<ul style="list-style-type: none"> <li>• Associate's degree in Office Administration, Accounting, or related field. Equivalent combination of experience, education and training may substitute for degree.</li> <li>• Three years' experience in accounts payable/receivable and/or office management.</li> <li>• A combination of education and experience that meets the minimum qualifications.</li> <li>• 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.</li> </ul>		
<b>Location:</b>	SPHA's Central Office		
<b>Reports To:</b>	Senior Accountant / Chief Financial Officer		
<b>Application Instructions:</b>	<p><b>Application Instructions:</b>  <b>SPHA Employees:</b> Complete and sign an <u>Internal Position Interest Form</u> prior to the closing date.  <b>Public Housing Residents:</b> Complete and sign a <u>SPHA Application</u> prior to the closing date.  <b>Note:</b> Applicants must possess <b><u>all required qualifications</u></b> of the position to receive an interview.</p>		
<b>Closing Date:</b>	Open until filled.		

Date of Notice: July 13, 2018

St. Petersburg Housing Authority is a Drug Free Work Place