Aiken Housing Authority
Accounting Clerk (Full-Time)

Position Summary: The Accounting Clerk is under the general supervision of Chief Financial Officer, is responsible for assisting the Chief Financial Officer with the daily financial operations. Responsibilities include evaluating and maintaining accounts payable, accounts receivable and general ledger activity.

Supervision Exercised
No direct supervision exercised.

Supervision Received
The Accounting Clerk receives direct supervision from the Chief Financial Officer.

Major Duties and Responsibilities
Duties include, but are not limited to, the following:

- Review accounts payable invoices for accuracy, enter approved invoices into accounting software, prepare checks, file with supporting documentation.
- Review deposits for accuracy and enter deposit information into accounting system.
- Review and process receivables monthly.
- Closeout month end accounting activities.
- Balance subsidiary accounts by reconciling entries.
- Reconcile bank accounts and perform account analysis on assets and liability accounts
- Assist in the administration of the approved budgeted expenditures by periodic comparison of approved amount to actual amounts.
- Preparation of various internal and project related reports as required.
- Assist with the preparation of monthly and annual financial reports and other reports as required.
- Assists with maintaining all contracts, agreements, documents, and records for Accounting Department.
- Perform other related duties as required.

Minimum Qualifications

- Associate Degree with major course work in accounting, finance, or business.
- Three to five years of experience in accounting or auditing work.
- Prior experience with Quick Books accounting software and Scotts Accounting is a plus.
- Possession of a valid driver’s license.
- Ability to be covered under the Housing Authority’s vehicle insurance policy.
- Ability to be covered under the Housing Authority's fidelity bond.

This is a position with growth opportunity. Must be able to work independently within multi-functional atmosphere. Applicants should possess strong communication and analytical skills.