

# Aiken Housing Authority

## Staff Accountant (Full-Time)

**Position Summary:** The Staff Accountant 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 Staff Accountant 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 and enter deposit information for accuracy.
- Review and process receivables monthly.
- Closeout month end accounting activities.
- Balances 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 for participants 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.
- Performs 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 State of South Carolina 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.