

**Glastonbury Housing Authority
Job Description**

JOB TITLE: Bookkeeper-Accounts Payable

Exempt (Y/N): No	JOB CODE:
SHIFT: 20 Hours per week	DOT CODE: 216.482-010
LOCATION: Main Office	
DEPARTMENT: Accounting	
SUPERVISOR: Controller	
PREPARED BY: FAS	DATE: 11/1/2018
APPROVED BY: NJG	DATE: 11/2/2018

SUMMARY: The incumbent matches incoming invoices with purchase orders and receiving reports, prints and mails checks bi-weekly, and files paid vendor packages. Some phone contact with vendors is required to clarify billings. This is a busy part time position focused primarily on A/P and record keeping. Subsidiary ledgers must be kept and updated in Excel for utility consumption and work time distribution in the maintenance department. Occasionally receiving window payments when front staff is occupied.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

The incumbent reports to the Controller and is responsible for substantiating business transactions and the preparation of all invoices for payment. Maintains accounts payable flow.

Allocate invoice costs among programs assigned per policy

Maintain vendor master files with controller approvals

Produce and issue 1099s

Maintains appliance inventory, utility ledgers, track inter-fund due-to and due-from amounts resulting from tenant rental payment merchant transactions.

Reconcile petty cash and prepare reimbursement.

Record insurance expense

Account analysis as required by Controller

Maintain accruals for Controller

Process laundry coins collected for deposit

Performs other duties as required including clerical duties such as filing, answering phones rent collection and other related duties.

SUPERVISORY RESPONSIBILITIES: None

SUPERVISION RECEIVED: Under the supervision of the Controller.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.

EDUCATION and/or EXPERIENCE:

Associate's degree (A. A.) or equivalent from two-year college or technical school. Comprehension of basic accounting principles, ability to efficiently process accounts payable invoices and knowledgeable in use of Excel and Word. Good communication skills and customer service are essential. Two years' experience in accounts payable is desirable.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand, stoop, kneel and crouch.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.