



Financial Accounts Technician

This is an entry-level Accounting/Finance position. The incumbent will perform a variety of technical accounting duties for various assisted housing programs in support of accounts payable and check processing functions; assure accuracy, authority and classification of vendor invoices and payments. Annual salary for this position is \$40-\$42K with full benefits after a 90-Day probationary. Review of applications is on-going.

Essential Job Functions:

- Codes items as invoices, expense reports, check requests, etc with correct account numbers conforming to standard procedures to ensure proper entry into the financial system.
- Handles vendor correspondence via phone or email.
- Investigates and resolves problems associated with processing of invoices.
- Prepares batch check runs and ACH transactions.
- Files, maintains, and distributes accounting documents, records and reports.
- Reviews all invoices for appropriate documentation, account coding and payment authorization prior to entry into the accounting system; enters invoice payable information.
- Obtains authorization on payment runs, print checks, collates payment backup, and obtains authorization signatures on all AP payments. Distributes and mails checks as required.
- Maintains AP reports, Excel spreadsheets and ensures all documentation is in accounting software.
- Recommends changes in procedure to address issues and/or improve efficiencies.
- Prepares or participates in the preparation of ad hoc reports as required.
- Verifies and performs work in the functional areas of the Finance and Accounting Department.
- Assists in collection and preparation of budget information for planning of the Operating Budget.
- Prepares and issues 1099 statements as required.
- Reconciles monthly Housing Assistance Payments (HAP) check run; Print checks, transmit ACH.
- Performs other duties and works on projects as assigned.

Required Minimum Qualifications:

Four-year degree plus a minimum of (1) one year experience in Accounts Payable.

OR

Associates degree plus a minimum of (2) two years' experience in Accounts Payable

Knowledge, Skills and Abilities:

- Solid knowledge of Generally Accepted Accounting Principles.
- Knowledge of Accounts Receivable and Accounts Payable.
- Solid Interpersonal skills.
- Solid computer skills.

How to Apply

Submit resume and cover letter to HR@montcoha.org. Review of applications is ongoing. The vacancy is open until filled.

EEO Statement

The Montgomery County Housing Authority (MCHA) provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.