

# HUNTSVILLE HOUSING AUTHORITY

200 WASHINGTON STREET (35801)  
P. O. BOX 486  
HUNTSVILLE, ALABAMA 35804-0486  
(256) 539-0774

## **NEW JOB POSTING** **NOVEMBER 21, 2024**

- 1) POSITION TITLE: Accounting Technician (Nonexempt)
- 2) NORMAL HOURS: 7:00 a.m. until 5:30 p.m., or  
8:00 a.m. until 6:30 p.m.  
Monday through Thursday (Fridays off)
- 3) BASE SALARY: \$22.30 per hour
- 4) RESPONSIBILITIES: (See Attached)
- 5) QUALIFIED EMPLOYEES INTERESTED: Qualified employees should submit an Internal Application Form to the Human Resources Department. The form can be obtained from Human Resources.

Qualified applicants can obtain a position description and application from our website, [www.hsvha.org](http://www.hsvha.org), or at 200 Washington Street. Resumes will only be accepted with a completed application.

**Position will remain open until filled.**

HUNTSVILLE HOUSING AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, PREGNANCY, STATUS AS A PARENT, NATIONAL ORIGIN, AGE, DISABILITY (PHYSICAL OR MENTAL), FAMILY MEDICAL HISTORY OR GENETIC INFORMATION, POLITICAL AFFILIATION, MILITARY SERVICE, OR OTHER NON-MERIT-BASED FACTORS.

## ACCOUNTING TECHNICIAN

The Huntsville Housing Authority is seeking to fill an Accounting Technician position. Under the supervision of the Director of Finance/CFO, the Accounting Technician works in a responsible, non-supervisory position, and independently performs a variety of complex accounting tasks; and assists with the preparation and maintaining of a variety of financial reports. Work requires the employee to exercise judgment in dealing with daily activities based upon generally accepted accounting principles (GAAP) operating policies, procedures, and established precedents and guidelines. Considerable tact is utilized in dealing with peers and the general public in the performance of duties and responsibilities. Employee will also assist other personnel in the Finance Department. Associate Degree in Business Administration, Finance, or Accounting is preferred, and three years' experience in computerized accounting; or any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities. Base hourly rate is \$22.30.

For a complete position description and application, please visit our website at [www.hsvha.org](http://www.hsvha.org), or obtain an application from 200 Washington Street. **Qualified candidates should submit an application to: Human Resources Department, Huntsville Housing Authority, 200 Washington Street (35801), P. O. Box 486, Huntsville, Alabama 35804-0486.**

**NO CALLS PLEASE.**

**Drug/Alcohol/Smoke-Free Workplace**

**EEO Employer.**

**THIS POSTING WILL REMAIN OPEN UNTIL FILLED.**

# HUNTSVILLE HOUSING AUTHORITY

## JOB DESCRIPTION

**Position Title:** Accounting Technician

**Department:** Finance

**Grade:** 27

**FLSA:** Nonexempt

**POSITION SUMMARY:** Under the supervision of the Director of Finance/CFO, the Accounting Technician works in a responsible, non-supervisory position, independently performs a variety of complex accounting tasks; and assists with the preparation and maintaining of a variety of financial reports. Work requires the employee to exercise judgment in dealing with daily activities based upon generally accepted accounting principles (GAAP) operating policies, procedures, and established precedents and guidelines. Considerable tact is utilized in dealing with peers and the general public in the performance of duties and responsibilities. Employee will also assist other personnel in the Finance Department.

**ESSENTIAL FUNCTIONS:** *(The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individual may perform other duties assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.)*

1. Matches invoices, purchase requests, receiving documents, and purchase orders for payment, following established accounts payable procedures.
2. Codes payments to appropriate general ledger account according to GAAP.
3. Inputs appropriate information in computer and makes changes as may occur in accounts payable.
4. Processes payments to vendors in a timely manner.
5. Maintains files of correspondence and other pertinent files, printouts, and records.
6. Balances Housing Choice Voucher (HCV) landlord payments. Prepares and writes all HCV Rental Assistance checks bimonthly.

**Position Title:        Accounting Technician**

**ESSENTIAL FUNCTIONS (Continued):**

7.     Assists with records storage for the Finance Department. Secures records as requested and/or oversees storage of same.
8.     Responsible for processing and tracking insurance claims and other related matters.
9.     Audits Huntsville Housing Authority (HHA) travel vouchers for compliance to travel policy.
10.   Assists with posting and delivering outgoing mail to the post office as required.
11.   Regular attendance and punctuality are required.
12.   Provides administrative support as needed to the Finance staff. All work is performed in accordance with established policies and procedures, ensuring accuracy and completeness.
13.   Utilizes a high degree of independent judgment in all areas of work.
14.   Meets project deadlines and works effectively in pressure situations.
15.   Exhibits quality internal and external customer service skills.

**OTHER RESPONSIBILITIES:**

Performs other work-related duties as assigned.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

1.     Associate Degree in Business Administration, Finance, or Accounting is preferred, and three years' experience in computerized accounting; or any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities.
2.     Knowledge of generally accepted accounting principles and procedures, specifically related to accounts payable.

**Position Title:           Accounting Technician**

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED (Continued):**

3. Proficient in word processing and spreadsheet packages.
4. Ability to establish and maintain an effective working relationship with employees, vendors, and the general public.
5. Ability to answer inquiries regarding open invoices and account numbers in a clear and precise manner.
6. Strong verbal, written, organizational, and interpersonal skills.
7. Ability to organize and prioritize work to meet deadlines.
8. Ability to operate a personal computer, including numeric keypad and adding machine with acceptable speed.
9. Ability to detect errors or discrepancies in the entry of records, posting data, or other entries.
10. Ability to interpret and implement instructions issued by management.
11. Must have good problem-solving skills.
12. Ability to work without close supervision.
13. Ability to maintain complex records and prepare reports from such records.
14. Proficient in word processing and spreadsheet packages (Microsoft Word, Excel, and Access a plus).
15. Personal management, including time management, integrity, and ethics.
16. Ability to handle shifting and multiple priorities in a fast-past growth environment.
17. Ability to understand and interpret departmental rules, regulations, procedures, and instructions both orally and in writing.