

Alachua County Housing Authority
Accounts Payable Specialist
Job Description

Position: Accounts Payable Specialist
Job Location: Gainesville, Florida – Full-time in office (not remote)
Reports To: Chief Financial Officer, Executive Director, Board of Directors
Requirements: Cover Letter and Resume
Salary Range: \$32,289-\$36,654 Non-Exempt

Position Summary

Under the supervision of the Chief Financial Officer, this position provides support services to the ACHA in the area of financial accounting, budgeting, inventory, and reporting.

Essential Job Functions

1. Responsible for various accounts payable duties such as:
 - a. Validate invoices against purchase orders or contracts for payment processing.
 - b. Resolve discrepancies accordingly with vendor or internal business partners.
 - c. Input vendor invoices in general ledger software and prepare for payment.
 - d. Compile checks and invoices for signature.
 - e. Organize signed checks by program for mailing.
 - f. Maintain organized files for review and periodic audits.
2. Responsible for various accounts receivable duties such as:
 - a. Prepare daily bank deposits.
 - b. Post receipts to general ledger software.
3. Respond to customer service inquiries via email and/or phone.
4. Perform various clerical functions.
5. Compile data for various financial reports.
6. Perform other duties as assigned.

Required Knowledge, Skills, and Abilities

1. Knowledge of generally accepted accounting principles preferred.
2. Knowledge of Microsoft Suite with an advanced knowledge of Microsoft Excel required.
3. Knowledge of grant accounting recommended but not required.
4. High level of attention to detail and organizational skills.
5. Strong work ethic and positive team attitude.
6. Strong customer service and troubleshooting skills.
7. Strong morals and ethics and a commitment to confidentiality.
8. Ability to communicate effectively both orally and in writing.
9. Ability to understand and follow complex instructions.
10. Ability to learn various computer software used by ACHA.
11. Ability to create and record cost allocations for various accounts and programs.
12. Ability to prepare reports and analyze data.
13. Ability to multitask and meet deadlines when necessary.
14. Ability to maintain a professional appearance and attitude.

Minimum Requirements

1. Associate Degree
2. 2 to 5 years of bookkeeping, accounts receivable or accounts payable experience