

**JOB POSTING**

**ACCOUNTING CLERK**

The Lawrenceburg Housing Authority (LHA) is currently looking for candidates to fill an open Accounting Clerk position.

* **Key Responsibilities**
  + Assist with all aspects of day-to-day bookkeeping and accounting processes including accounts payable, accounts receivable, payroll, journal entries, and drawdowns
  + Assist with maintaining general ledger postings
  + Assist with computing, classifying, and recording numerical data to keep financial records complete
  + Work with vendors to set up and maintain accounts accurately
  + Generate monthly reports regarding revenues and expenses
  + Process and reconcile rent registers and tenant account receivables
  + Assist with auditing rental payments and rental calculations
  + Prepare and submit payroll tax deposits and quarterly tax returns
  + Assist with preparing financial reports as required
  + Assist with bank account reconciliations for multiple accounts
  + Coordinate and assist with annual audit
  + Assist in year-end financial statements
  + Maintain spreadsheets and track subsidy, investments, and capital funds
  + Assist with management of federal/government grant and subsidy accounts
  + Assist with formation and implementation of fiscal policies and procedures ensuring compliance with accounting principles pertaining to the Housing Authority programs and procedures
* **Minimum Requirements**
  + Associate's degree (A.A.) or equivalent from two-year College or technical school in business, accounting, or related field; or 3 years related experience and/or training (i.e. accounts payable, accounts receivable, payroll, etc.)
  + Proficient in Microsoft Office, particularly Excel Spreadsheets
  + Excellent recordkeeping, reconciliation, and organizational skills
  + Knowledge of operating policies, procedures, and applicable federal, state, and local laws, regulations and guidelines
  + Ability to multi-task and be detail-oriented
  + Will be required to pass physical and drug screen to be considered
* **To Apply:**
  + Email a resume with references and salary requirements to [businesshr@lawrenceburgha.org](mailto:businesshr@lawrenceburgha.org)

Applications will be accepted until the position is filled.

We do not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, our federally assisted programs and activities. If you are disabled and would like to request an accommodation or if you have difficulty understanding English, please request our assistance and we will ensure that you are provided with meaningful access based on your individual needs. Federal civil rights laws addressing fair housing prohibit discrimination against applicants or tenants based on one or more of the following classifications: race, color, national origin, sexual orientation, gender identification, disability, religion, and familial status.