

HOUSING AUTHORITY OF THE SAC AND FOX NATION
JOB DESCRIPTION

Job Title: Finance Clerk
Department: Finance
Supervisor: Financial Manager
FLSA: Non-Exempt
Job Position: Non-Key Position

Position Summary:

Provides financial support by ensuring the Housing Authority receives payments services and properly records the transactions by posting receipts and resolving discrepancies in a timely and accurate manner. Compiles information and records to prepare orders for the procurement of materials, supplies and services. Provides back up when needed with financial support.

Duties and Responsibilities:

1. Post payments by recording cash, checks, and credit/debit card transactions.
2. Post payments by verifying and entering transactions from night drop box.
3. Processing monthly tenant rent statements.
4. Handle receipts, preparing and verifying bank deposits, and monitoring accounts receivable.
5. Work with collections specialist to verify status of delinquent accounts.
6. Make copies of all checks, and complete deposits slips for daily bank deposits.
7. Keeps payment system updated to reconcile with fee accountants monthly reports.
8. Issue Purchase Orders and when approved, send copies to departments originating requests.
9. Oversee HASFN company vehicles paperwork and files (i.e. oil changes, tagging and insurance coverage).
10. Organize Vendor files and ensure they are updated with vendor packet information (i.e. insurance, contact information and w-9).
11. Provides backup support with paying vendor by monitoring discount opportunities; verifying Federal ID numbers; scheduling and preparing checks; resolving purchase order, contract invoice, or payment discrepancies and documentation; ensuring credit is received for outstanding memos.
12. Compare suppliers' bills with bids and purchase for materials, supplies and services with the requesting department.
13. Assists Financial Manager when needed.
14. Maintain absolute confidentiality of all records and information.
15. Perform other duties as assigned by Supervisor.

Knowledge, Skills and Abilities:

1. Must be knowledgeable with accounts receivable and adjustments.
2. Must be efficient in Microsoft Word, Excel, and Housing Software Programs.
3. Must be knowledgeable in Quick Books and other accounting software.
4. Must be detail oriented, thorough, and organized.
5. Problem solving skills.
6. Organization and prioritization skills.
7. Must have excellent verbal and written communication.
8. Ability to accept criticism in a non-defensive manner.
9. Indian preference shall be used in the review and selection process.
10. Customer service skills.
11. Trustworthiness and Professionalism.
12. Professional attire and appearance required.

Qualifications and Experience:

1. High School Diploma or Equivalent.
2. Prefer at least two (2) + years' experience in accounting.
3. Must be proficient in Microsoft Word, Excel, and Housing Software Programs.
4. Basic understanding of Quick Books.
5. Must possess valid Oklahoma Operator's License and be insurable.
6. Indian preference shall be used in the review and selection process.
7. Candidates must pass a criminal background check, drug screening and all other required verifications.