

HOUSING AUTHORITY OF THE CITY OF EAST ORANGE

JOB VACANCY

Job Title: TEMPORARY FULL CHARGE BOOKKEEPER (Part-Time)

The Full Charge Bookkeeper will report to the Controller and is primarily responsible for processing accounts payable and receivable, performing bank reconciliations and general account analysis, and assisting with various accounting related tasks.

Main Job Tasks and Responsibilities:

- Manage vendor accounts payables including maintaining vendors; preparing and recording invoices; processing weekly payments; and generating 1099's.
- Manage accounts receivables including generating monthly billings for management fees, related party reimbursements and miscellaneous tenant receipts; reconciling and recording receipts from various sources; and making timely bank deposits of same.
- Perform monthly bank reconciliation of general fund bank account, HCV bank account, security deposit accounts and various escrow bank accounts.
- Perform monthly reconciliation of related party accounts, accounts payable, accounts receivable and fixed asset ledgers,
- Assist in maintaining schedules of key general ledger accounts included construction in process, prepaid insurance, notes payable and PILOT payable.
- Assist in preparation of schedules for annual financial audit
- Assist with accurate and appropriate recording and analysis of revenues and expenses to aid in cash management function.
- Perform other related duties as may be assigned.

Education and Experience:

- At least an Associate degree in accounting or business. A bachelor's degree in accounting or business is preferred.
- Five years related experience in lieu of degree.
- Working knowledge of double entry bookkeeping and GAAP
- Knowledge of the operations of Public Housing Authorities a plus
- Knowledge and experience of accounting computer applications
- Knowledge and experience in Microsoft Excel, Word, and Outlook

Key Competencies:

- Attention to detail and accuracy
- Exemplary planning and organizing
- Strong written and verbal communication skills
- Information and task monitoring
- Problem identification, analysis, and resolution
- Ability to independently and collaborate with other team members as needed.
- Ability to work under strict deadlines.