

HOUSING AUTHORITY OF THE COUNTY OF CHESTER



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www.haccnet.org

Housing Authority of the
County of Chester

“On the Road to Excellence”

Public Housing
Housing Choice Vouchers
Family Self Sufficiency
Homeownership
HOPE VI

Board of Commissioners

Patrick Bokovitz, Chair
Sandra Simmons, Vice Chair
Theodore F. Claypoole, Treasurer
CarolAnn Thomas, Secretary
Louis J. Beccaria, Ph.D, Member

Solicitor: Vincent T. Donohue
Lamb McErlane, P.C.

Executive Director
Dale P. Gravett

HACC Position: Staff Accountant

Type: Full-Time

Number of Positions: 1

Effective Date: March 2021

Reports to: Director of Finance

Job Summary:

The Accounting Technician will perform assigned duties within accounts payable and receivable, payroll, and inventory functions.

Duties/Responsibilities

- Reviews accounts payable invoices, assigns vendor numbers and similar identifying data, and confirms correct accounting codes were used.
- Enters vendor information into accounting software system; verifies that invoice information is entered correctly.
- Issues payments to vendors as approved.
- Processes routine monthly payments as approved.
- Answer vendor questions by researching accounts.
- Processes payroll and performs all associated tasks.
- Performs other duties as assigned.

Required Skills/Abilities:

- Basic understanding of bookkeeping practices and procedures.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Ability to type 30 words per minute.
- Proficient in Microsoft Office Suite or similar software.
- Experience with accounting software.

Education and Experience:

- High school diploma or equivalent required, with some bookkeeping coursework. Associate degree preferred.
- One year of related experience required.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.