

ACCOUNTS PAYABLE SPECIALIST

The Accounts Payable Specialist manages all weekly accounts payable related duties and ensures proper cost allocation to appropriate programs through accurate coding.

Minimum starting wage is \$21.63 per hour. LMHA offers full time employees medical, dental, vision, and life insurance; Retirement and 457 deferred compensation plans through OPERS; 10 vacation days from date of hire; 15 sick days, 15 paid holidays, 2 personal days and a self-care day.

Minimum requirements: Associates degree in Accounting and minimum of one (1) year relevant experience in accounts payable processing, or equivalent combination of relevant experience and education. Must possess and maintain valid Ohio driver's license and be insurable by LMHA's vehicle insurance carrier; if current driver's license is not from Ohio, must obtain Ohio's driver's license within 14 days of employment.

Please download the application packet from the website. Completed packets can be emailed to jobs@lmha.org, faxed to 440.288.7361 or mailed to: LMHA, Human Resources Department, 1600 Kansas Avenue, Lorain, OH 44052. Applications accepted until position is filled.

EQUAL EMPLOYMENT OPPORTUNITY AUTHORITY



LORAIN METROPOLITAN HOUSING AUTHORITY

ACCOUNTS PAYABLE SPECIALIST

Reports to: Chief Financial Officer
Department: Accounting
Location: 1600 Kansas Avenue
Status: Non - Exempt
Salary Range: \$21.63 - \$32.47 per hour
Pay Grade: 6
Revision: December 2022

General Statement

Summary: Manages all weekly accounts payable related duties and ensures proper cost allocation to appropriate programs through accurate coding.

Duties and Responsibilities

Primary Duties:

Processes weekly accounts payable invoices for payment.

Sorts, opens, and totals all payments.

Tracks bid bond liabilities.

Prepares daily deposits.

Archives all vendor checks and related documentation.

Tracks credit cards issued and issues gas cards.

Prepares gasoline usage report for review.

Prepare HUD-required minority reports.

Collaborates with others to ensure materials and services were received.

Maintains the Utility Consumption and average cost database.

ACCOUNTS PAYABLE SPECIALIST

Maintains the employee insurance benefits allocation database.

Prepares eviction documents for court filings.

Accepts payments as authorized by department heads or Project Manager.

Answers accounts payable related inquiries.

Sorts and distributes interoffice mail for accounting department.

Prepares travel packets, as needed.

Processes all outgoing mail for entire organization on a daily basis.

Secondary Duties:

Fills in on a temporary basis for other accounting department positions.

Scans payment slips, as needed, in absence of Accounts Receivable Specialist.

Performs other related duties as required.

Qualifications

Education/Experience: Associates degree in Accounting and minimum of one (1) year relevant experience in accounts payable processing, or equivalent combination of relevant experience and education.

Language Skills: Ability to communicate effectively with staff.

Mathematical Skills: Basic math skills.

Reasoning Ability: Problem solving

Computer Skills: Ability to learn computer programs needed for the position.

Certificates, Licenses, Registrations: Must possess and maintain valid Ohio driver's license and be insurable by LMHA's vehicle insurance carrier; if current driver's license is not from Ohio, must obtain Ohio's driver's license within 14 days of employment.

Knowledge, Skills, and Abilities

Ability to pass job-related LMHA tests, as required.

Must pass drug screen, employment reference, and criminal history background check.

Proficient in Microsoft Word, Excel, and Outlook.

Ability to become proficient in LMHA computer software.

ACCOUNTS PAYABLE SPECIALIST

Ability to follow formal instructions regarding data entry, general accounting, business math, and computer operations.

Requires the ability to use office equipment such as a computer, fax, calculator, copy machine, multi-line telephone systems.

Ability to work with a diverse population.

Ability to pay attention to detail and work accurately on a consistent basis.

Possess mental acuity to make rational decisions through sound logic and deductive processes.

Ability to communicate effectively with the public, tenants, vendors, and coworkers.

Requires excellent internal and external customer service skills.

Requires a high degree of motivation and self-direction.

Ability to maintain confidentiality.

Ability to speak, read, and/or write Spanish a plus, but not required.

Physical Demands/Work Environment

Physical Qualifications: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to sit, talk, see, and hear. The employee frequently performs repetitive motions of the wrist, hands, and/or fingers, primarily while using a computer. The employee is occasionally required to stand and walk; ascend and descend stairs; reach with hands and arms; climb, balance, kneel, bend, stoop, crouch, or twist; finger grasp and handle objects. The employee must occasionally lift, push, pull, and/or move up to 25 pounds. The noise level in the work environment is usually quiet and occasionally moderate with typical office sounds and conversations of others able to be heard throughout the office area.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a typical office environment with little exposure to dirt and dust and occasional exposure to outdoor temperatures.

ADA/EEO Compliance

The Lorain Metropolitan Housing Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Housing Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.