

Accounting Clerk

Background:

Housing Development Alliance, Inc, is a well-established nonprofit housing provider serving southeast Kentucky. HDA operates an affordable homeownership program, a home repair program, develops and manages rental units and operates an on-the-job training program for people in recovery. In response to the July 22 floods, HDA is striving to double our production to meet the pre-existing affordable housing crisis as well as flood-related housing needs.

Position Summary:

We are looking for a skilled Accounting Clerk to perform a variety of accounting, bookkeeping and financial tasks.

Accounting Clerk responsibilities include keeping financial records updated, preparing reports and job cost. You will also run accounting software programs (e.g. Sage) to process business transactions, like accounts payable and receivable, disbursements, expense vouchers and receipts. A successful accounting assistant should be familiar with all accounting procedures and have a flair for numbers.

Ultimately, a successful Accounting Clerk will ensure that the company's daily accounting functions run accurately and effectively.

Responsibilities:

- Provide accounting and clerical support to the accounting department
- Type accurately, prepare and maintain accounting documents and records
- Prepare bank deposits, general ledger postings and statements
- Reconcile accounts in a timely manner
- Daily enter key data of financial transactions in database
- Provide assistance and support to company personnel
- Research, track and restore accounting or documentation problems and discrepancies
- Inform management and compile reports/summaries on activity areas
- Function in accordance with established standards, procedures and applicable laws
- Constantly update job knowledge

Requirements

Education and experience

- While the ideal candidate will have at least 2 years of relevant experience and a college degree, HDA will consider any candidate who demonstrates the required skills.

Skills and competencies

- Proven accounting experience
- Familiarity with bookkeeping and basic accounting procedures

- Competency in MS Office (especially Excel), databases and accounting software (Sage)
- Hands-on experience with spreadsheets and financial reports
- Accuracy and attention to detail
- Aptitude for numbers
- Ability to perform filing and record keeping tasks
- Passion and respect for Appalachia and the challenges of rural, persistent poverty communities and the families living in them.
- Strong verbal and written communication skills.

Compensation

\$16 to \$18 per hour with excellent benefits and growth potential

How to apply:

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, citizenship, disability, military leave or veteran status, genetic information, or any other status protected by applicable federal, state, or local law.

Interested applicants should submit a resume, cover letter, and three references to amie@hdahome.org