

The Pleasantville Housing Authority seeks a **STAFF ACCOUNTANT** in an initial P/T position. Governmental or Public Housing Accounting Experience Preferred, record keeping and communication skills required. Ability to use various office equipment and knowledge of various computer applications. Public Purchasing and Procurement Experience Preferred.

Bachelors Degree or Higher from accredited college or university (Waived for 10 year professional accounting experience and a High School Diploma) in Accounting or Related Field required. Minimum of three (3) years of Accounting experience. Valid driver's license required. Fax resume to (609) 646-9317 or e-mail to [vlawrence@pleasantvilleha.org](mailto:vlawrence@pleasantvilleha.org), no later than 12:00 noon, Friday, November 18,2022. See website [www.pleasantvilleha.org](http://www.pleasantvilleha.org) for more details.

**PLEASANTVILLE HOUSING AUTHORITY  
JOB DESCRIPTION - Staff Accountant**

**Staff Accountant**

**JOB QUALIFICATION REQUIREMENTS:**

Bachelors Degree or Higher (Waived for 10 year professional accounting experience and a High School Diploma) in Accounting or Related Field; Minimum of three (3) years of accounting experience; Governmental or Public Housing Accounting Experience Preferred; Record keeping and communication skills Required; Ability to use various office equipment and knowledge of various computer applications; Public Purchasing and Procurement Experience Preferred .

**REPORTS TO:** Executive Director

**SUPERVISES:** N/A

**Duties and Responsibilities:**

1. Handle all Accounting Functions, assist the Central Office, including but not limited to, fiscal record keeping reporting.
2. Prepares; maintains and updates records of fiscal transactions; posts payments and refunds; records all transactions such as deposits, receipts, and mileage; prepares journal entries; releases encumbrances for purchase orders, ensuring funds available for expenditures; checks and verifies such documents as requisitions, invoices, and purchase orders.
3. Work directly with staff on Purchasing and Procurement
4. Prepare reports as required by the Executive Director and Management.
5. Answers correspondence, phone, and electronic mail concerning procedures or inquiries on the processing of payroll, payments and accounting transactions; contacts vendors about purchase orders; obtains information from various divisions, departments or outside agencies in order to maintain accurate accounts; responds to requests from the public.
6. Enters data from forms, correspondence, reports, and other documents; handles claims, deposits, refunds; and/or billings; opens and maintains current records of accounts; employee information files; work orders; client Assist Independent Public Auditors, Fee Accountants and other Authority Consultants on an as needed basis.

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- 7. Provide information to the Executive Director, Legal and Human Resource Department relative to negotiations and request for information from external entities.
- 8. Maintains necessary business manuals.
- 9. Perform other related duties as assigned

***\*\* (PHA may revise this job description from time to time as business needs require. It is not intended to be an exhaustive listing of all the functions of the job, nor to limit PHA's right to assign other functions to an employee in this position. This job description does not constitute a written or implied contract of employment.) \*\****

**Period of Term:** AT WILL EMPLOYMENT

**Performance Review:** Minimum, Annual Evaluation

**I have read this job description, understand it, and am able to perform the essential functions and meet the job requirements of the position. In addition, I have had the opportunity to discuss the job description with my supervisor.**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Print Name)*  
Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_