The Housing Authority of Covington is committed to creating better neighborhoods by innovatively providing diverse housing opportunities for individuals and families in partnership with the greater community. These communities are focused on opportunities for our residents to flourish by achieving self-sufficiency.

The ideal candidate will provide accounting and financial support to ensure adequate internal controls and efficiency of procedures and processes within the finance department to ensure the accuracy of financial reporting and accounting. The Staff Accountant will work closely with staff and management across the organization on various projects and initiatives to improve processes and procedures to further drive the success of the organization. .

Responsibilities

General Ledger

- Track utility tenant / property consumption data
- Collaborate with purchasing team to ensure accurate inventory management
- Support inventory physical counting and cycle counting processes and documentation

Accounts Payable

- Maintain A/P digital mailbox
- Maintain A/P digital and paper payable files
- Research and resolve A/P issues
- Prompt payment of all invoices
- Coding of A/P invoices
- Work closely with financial audit partners

Accounts Receivables

- Timely process cash receipts tenant accounts application and coding
- Manage and respond to tenant account discrepancies
- Organize and maintain payment documentation files
- Prepare bank cash deposits for entities as required
- Manage tenant utility usage calculations and prepare resulting tenant invoice adjustments
- Assist with preparation of tenant invoices and statements and ensure proper general ledger coding
- Produce reporting to account for receivable impairments and improve collectability of tenant rents
- Work closely with property management staff to ensure timely payment from tenants

Qualifications

- Associate degree in accounting or finance
- 5 years Accounts Payable, Accounts Receivable, general accounting experience
- Proficient in Microsoft Office applications
- Experience with property management software and/or Yardi is a plus
- U.S. Generally Accepted Accounting principles knowledge