

Career Opportunity



Accounting Clerk

Salary
\$12.60 Hour

Department
F & A

Reports to
Accountant III

Closes
Until Filled

Position summary

Perform all accounting functions necessary to efficiently provide payment of financial obligations incurred in administering the Assisted Housing (Section 8) and Public Housing (Low-rent) Programs through the Tulsa Housing Authority and all related THA entities.

Summary of Duties:

- Prepare and maintain a log of all checks issued for which a "Stop Payment" action was taken. Verify cancellation with the appropriate financial institution and reconcile to the THA General Fund and Section 8 bank statements.
- Process void checks for banking accounts.
- Receive, review and process all Section 8 Housing Choice Voucher Program documents related to the monthly and interim landlord payments for payment. Ensure all payments are correct and prepared for mailing in a timely manner.
- Section 8 check runs consist of:
 - a. Separating the checks.
 - b. Bursting the checks and copies.
 - c. Assist in the folding and inserting checks in envelopes.
 - d. Mail the Section 8 checks.
 - e. Creating the direct deposit file
- Process payment of utility bills. Verify the accuracy of the bill by checking meter readings and internal documentation to assure the bill is eligible for payment.
- Responsible for notifying utility companies for turn on/off notices to utility service. Handle inquiries from utility companies.
- Process zero rent checks.
- Reconcile Section 8 payments to the General Ledger accounts and/or zero rent utility payments as required.
- Approve site rent in the appropriate Tenant Accounting System.
- Input THA-145's as needed.
- Act as the point of contact for all communications to utility providers for all THA sites and entities. This includes notifying utility providers of transfers, scheduling appointments for utility services to be turned on for all properties, and ensuring leave on agreements and tax exempt certificates are properly on file with utility providers.
- Research and resolve billing issues with utility providers.
- Create reoccurring journal vouchers monthly and attach all supporting documentation.
- Utilize Excel, Word and 10-key by touch.
- Perform other duties as required.

Minimum requirements

High school diploma or GED.
One to three months related experience and/or training; or equivalent combination of education and experience.
Must possess the skill of 10Key by touch.
Must be proficient in Excel and Word.

To apply

Qualified candidates should submit internal application to Human Resources.

Applications and resumes may be mailed to:

Tulsa Housing Authority
Attn: Human Resources
415 E. Independence
Tulsa, OK 74106

About Tulsa Housing Authority

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

Mission statement

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.

***THA is an equal opportunity/affirmative action employer.
We perform criminal background checks and drug testing.
Men, women and THA residents are encouraged to apply.***