



JOB ANNOUNCEMENT

Housing Authority of New Orleans

POSITION TITLE: Accounts Payable Specialist

DEPARTMENT: Finance

DATE POSTED: 10/16/2023

CLOSING DATE: Until Filled

FLSA CLASS: Non-Exempt

STARTING

SALARY RANGE: Salary Class J
\$36,400 - \$44,500

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SUMMARY

Under direction of the Finance Director, the Accounts Payable Specialist will be responsible for performing accounting and other related administrative tasks related to the efficient maintenance and processing of accounts payable transactions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Receive, review, and verify invoices and check requests.
- Sort and match documents, including invoices, receiving reports, and check requests.
- Review coding and correct as needed and batch.
- Set invoices up for payment.
- Record amounts due.
- Calculate discounts.
- Process check requests.
- Assemble voucher packages for approval by appropriate manager.
- Prepare and process accounts payable checks to send to vendors.
- Perform monthly reconciliation of payments.
- Prepare analysis of accounts and maintain the aging report.
- Monitor accounts to ensure payments are up to date.
- Resolve invoice discrepancies.
- Maintain vendor files/oversee A/P recordkeeping.
- Correspond with vendors and respond to inquiries.
- Produce monthly reports.

- Assist in month end closing, year-end routines and audits.
- Prepare corrective journal entries and accruals.
- Performs other duties as assigned.

BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with sensitive topics and/or irate customers.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; Manages difficult or sensitive customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.

Interpersonal Skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting.

Teamwork: Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests.

Professionalism: Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Competencies

- Ability to write reports, business correspondence and procedure manuals
- Ability to effectively present information and respond to questions from managers, customers, and vendors
- Ability to solve practical problems related to the accounts payable function
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Must be well-organized
- Highly process oriented
- Self-motivated
- Strong organizational skills
- Leadership skills; Leader and team player
- Excellent communication skills
- Working knowledge of basic accounting and finance principles
- Excellent time management skills
- Excellent interpersonal skills

Education and/or Experience

Associates Degree in Accounting or related field or equivalent combination of education and experience with two (2) to four (4) years of related experience and/or training in accounts payable.

Technical Skills

To perform this job successfully, an individual should have above average abilities using computer software such as MS Word, Excel, Outlook, JD Edwards, Financial Databases, etc. and should be capable of using internet resources for research and developing advanced reports. Ability to learn other computer software programs as required by assigned tasks.

PHYSICAL DEMANDS

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 duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds.

EEO POLICY STATEMENT

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, religion, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.