



The Secaucus Housing Authority is seeking to hire a
Bookkeeping Clerk.

Please see the job description below. If you are interested in applying, please send a letter of interest and resume to Christopher Marra at Christopher@secaucusha.org. The Authority will accept applications through Monday, March 27, 2023.

Bookkeeping Clerk

EXEMPT (Y/N): No

SALARY LEVEL: \$45,000 to \$50,000

SHIFT: Day Shift 8:30 a.m. to 4:00 p.m.

LOCATION: 700 County Avenue

UNION AFFIL: SPEA – White Collar unit

SUPERVISOR: Executive Director

Benefits: medical, dental, vision, life insurance & pension, 457(b)

Housing Authority of Town of Secaucus, Secaucus, NJ

SUMMARY: The Secaucus Housing Authority (SHA) is seeking a detail-oriented Bookkeeping Clerk. Need an energetic, well-organized, sharp and proactive professional thinker, committed to good work habits and a positive attitude. Duties include, but are not limited to performing professional financial administrative work; receiving, recording, and reconciling of Authority revenue; maintaining accounting controls of Authority expenditures, investments, receivables, employee payroll and benefit programs. Assist the Executive Director and the Authority's Fee Accountant in all functional areas of responsibility as required, does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Payroll/Insurance

- Will call in bi-weekly payroll to Authority's payroll vendor and upload electronic file to Authority's bank to release funds
- Prepare and mail bi-weekly payment to 457 plan, DCRP, and Aflac
- Validates pension and insurance amounts for transmittal to TEPs and NJ Division of Pensions
- Reconciles and mail union dues to the Town of Secaucus
- Reimburses quarterly health insurance payment to Town of Secaucus for dental coverage for existing and retired employees.
- Reimburse employees as necessary for eyeglass allowance
- Will maintain records for maintenance/custodian's staff annual clothing allowance

Recertification

- Prepares list of tenants for each employee to recertify
- Prepares notification memorandum to tenants regarding their responsibility to timely reply with financial documents for their annual recertification.
- Has authorization to access HUD's Enterprise Income Verification (EIV) System to download and print Social Security and Supplement Social Security Income for each tenant.

- Assist co-workers in the preparation of tenants' annual recertification packet, which includes collecting information regarding income, assets, and medical expenses; verifying figures and calculating a new rent.
- Prepares new rent roll for rent collection

Rent Collection

- Prepares the Automated Clearing House (ACH) electronic file for the electronic collection of tenant rent payments.
- Scan checks/security deposit checks etc. to the bank and deposit to the specific account
- Posts all rents for all buildings to verify rent payment was made

The position also collects 28 rents and one mortgage for the Leased Housing Corporation (LHC). Posts mortgage amounts and pays taxes on all LHC properties. The position will also perform monthly bookkeeping duties and payment of invoices for LHC.

Housing Choice Voucher Program

- This position will perform the bank reconciliation for the Housing Choice Voucher Program. This will include not only existing clients, but those that have ported out of the Town of Secaucus. This information is maintained and e-mailed monthly to the SHA Fee Accountant.

Payment of Claims/Monthly Balance of SHA accounts

- Coordinates with purchasing agent purchase orders and invoices for payment
- Prepares bills for monthly payment and Bill List for approval at SHA monthly meeting
- Releases payments after Authority approval and file checks/invoices.
- Daily/Weekly posting of cash and checks to all Authority accounts and Leased Housing Corporation
- Prepares monthly bank balance report for distribution at SHA monthly meeting.

Other Financial Duties

- Maintains a contract register which lists all contracts by vendor, term, amount, and balances.
- Verifies, allocates, and posts details of all financial transactions to the appropriate ledgers in the Authority's PHA-Web Accounting software from invoices, receipts, check stubs, and other financial documents for monthly review by Fee Accountant's staff
- In the future may have to maintains financial records of all utility use by building
- Assists the Authority's Fee Accountant in the preparation for the annual audit

Other Administrative Duties

- As when needed in the office will assist the office and fellow employees in answering telephone inquiries about SHA programs and services.
- As when needed in the office will assist in requests from SHA residents for maintenance service in the apartment and communicate with maintenance staff about request.

Knowledge, Skills and Abilities Required

- Minimum of Associates degree in accounting or business
- Excellent computer skills – will be trained in housing authority software
- Excellent Excel skills, including advanced functions; strong Word and Outlook skill also desirable.
- Anywhere from one to three plus years of increasingly responsible bookkeeping/accounting experience; some public or non-profit experience a plus.
- Ability to acquire a working knowledge of public housing laws and related intergovernmental regulations.
- Demonstrated ability to establish and maintain effective working relationships with Authority staff, commissioners, residents, and the general public.
- Ability to read, write, understand and communicate in the English language