



## **ECONOMIC IMPROVEMENT COUNCIL, INC.**

**JOB TITLE:** Section 8 Accounts Payable Administrator  
**LOCATION:** Edenton Main Office  
**SUPERVISOR:** Section 8 Housing Director  
**WORKING HOURS:** Monday – Friday, 8:00 a.m. to 5:00 p.m. (Typically)

### **JOB OVERVIEW:**

The Accounts Payable Specialist is responsible for maintaining a computerized general ledger, processing tenant accounts receivable (TAR), budgeting, and accounting for project-based programs. This role involves expense account coding, financial analysis, reconciliations, reporting, and problem resolution.

### **KEY RESPONSIBILITIES:**

#### **Financial Management:**

- Maintain a computerized general ledger.
- Process tenant accounts receivable (TAR).
- Handle budgeting and accounting for project-based programs.
- Perform expense account coding.

#### **Analysis and Reconciliation:**

- Conduct financial analysis and reconciliations.
- Prepare and submit financial reports.
- Resolve any accounting-related issues.

**Administrative Duties:**

- Coordinate large projects over time independently.
- Ensure the accuracy and timeliness of work.
- Maintain a high level of professionalism in communication and administrative tasks.

**Technical Skills:**

- Utilize advanced technical computer skills for accounting tasks.
- Proficiency in Microsoft Word and Excel is essential.

**DESIRABLE SKILLS AND QUALIFICATIONS:**

- Must be proficient with Microsoft Word and Excel.
- Strong communication skills.
- Excellent administrative and technical computer skills.
- High attention to detail in accuracy and timeliness of work.
- Ability to work independently and handle large volumes of work proficiently.
- Comfortable working in a fast-paced, deadline-driven environment.
- Highly self-motivated and capable of coordinating large projects over time.

**EDUCATION AND EXPERIENCE:**

- Associate degree in accounting.
- 1 to 2 years of experience in bookkeeping or technical accounting work, preferably involving accounts receivable.
- Or an equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Signature \_\_\_\_\_ Date \_\_\_\_\_