



Beverly Housing Authority

137 (Rear) Bridge Street Beverly, MA 01915
Phone: (978) 922-3100 Fax: (978) 921-2121



Accounting Assistant

Job Summary:

Responsible for performing a range of accounting and clerical tasks related to Accounts Payable, Payroll, Accounts Receivable, Cash Posting, Receptionist coverage.

Principal Duties:

- Process payroll using Paychex Flex
- Post rent to resident's account
- Mail out statements to all residents
- Receives, reviews, enter and pays all vendor invoices on a timely basis
- Creates purchase orders for all maintenance-related invoices
- Works closely with maintenance department to track and record purchase orders
- Ensures all maintenance contract invoices have a Certificate of Completion prepared by the vendor and signed by a member of the maintenance department to verify completion of work
- Maintain file of all completed W-9's from vendors
- Ensure all contractors have valid insurance ACCORD displaying workers' compensation and general liability insurance
- Maintain Fixed Assets Inventory
- Covers for receptionist
- Perform other related duties as required

Submit resumes to Lisa Gallagher, Deputy Director via email lgallagher@beverlyhousing.net by NOON on Wednesday November 6, 2024.

Experience/Skills:

- Ability to communicate effectively orally and in writing
- Ability to perform multiple tasks with great deal of accuracy
- Strong organizational skills and filing skills
- Ability to operate a computer and be proficient in Word, Excel, and Outlook, as well as the Housing Authority software program (HAB) for data entry requirements
- Ability to work independentl.
- Ability to maintain a courteous and helpful demeanor in all circumstances
- Ability to maintain confidentiality



TDD: 1-800-545-1833 Ext. 119



Job Type: Full-time

Pay: \$29.00-\$31.00 per hour

Expected hours: 32.50 per week

Benefits:

- Dental Insurance
- Disability Insurance
- Employee Assistance Program
- Flexible Spending Account
- Health Insurance
- Life Insurance
- Paid Sick Time
- Paid Time Off
- Retirement Plan
- Vision Insurance