

Accounts Payable/Receivable Position

Kings Mountain Housing Authority is committed to providing safe, affordable housing and quality service to our community. We are seeking a detail-oriented and dependable Accounts Receivable & Payable Specialist to join our team and support our financial operations.

Position Summary

This position is responsible for managing the day-to-day accounts receivable and accounts payable functions of the Housing Authority. The ideal candidate will ensure accurate processing of financial transactions, maintain organized records, and provide excellent service to tenants, vendors, and staff.

This is a temp to hire position.

Key Responsibilities

Accounts Receivable

- Process tenant rent payments, subsidies, and other incoming funds
- Maintain and reconcile tenant accounts
- Monitor delinquent accounts and assist with collections
- Prepare monthly statements and reports

Accounts Payable

- Review, process, and code vendor invoices
- Prepare and issue payments in a timely manner
- Maintain vendor files and resolve discrepancies

General Accounting

- Assist with bank reconciliations and monthly close
- Maintain accurate financial records
- Support audits and compliance requirements

Customer Service & Support

- Respond to tenant and vendor inquiries professionally
- Collaborate with staff on financial and administrative tasks

Qualifications

- Associate's or bachelor's degree in accounting, Finance, or related field preferred
- 2+ years of accounts receivable and/or payable experience
- Strong attention to detail and organizational skills
- Proficiency in Microsoft Excel and accounting software
- Excellent communication and customer service skills
- Public housing or government experience is a plus

Why Join Us?

- Competitive salary based on experience
- Comprehensive benefits package
- Stable, mission-driven organization
- Opportunity to serve and make a difference in the local community

How to Apply

- Submit your resume and a brief cover letter outlining your qualifications and interest in the position.
 - Attn: Veronica Williams, vwilliams@kingsmountainha.org
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- **Kings Mountain Housing Authority is an Equal Opportunity Employer.**