

**JOB POSTING  
STAFF ACCOUNTANT**

Under the supervision of the Chief Financial Officer, the Staff Accountant is responsible for revenue verification, projections, and maintenance of records, as well as revenue analysis and contacts with residents. The Staff Accountant is responsible for revenue enhancement and handling tenants' accounts receivable along with assisting in other accounting activities.

The Staff Accountant will be responsible for:

- Reconciling Agency bank accounts to the general ledger on a daily and monthly basis.
- Preparing and distributing daily report of cash balances as well as daily preparation of journal voucher entries for all bank activity.
- Reconciling community rent deposits to the general ledger each day and reporting any discrepancies to the CFO and AMP Director.
- Reconciling tenant accounts receivable balances to the general ledger monthly, and quarterly processing of bad debt write-offs.
- Monthly reconciling of FSS escrow balances to the general ledger.
- Preparing and reconciling financial reports for average rent, rent roll per development, and tenant accounts receivable reports along with other required rent reports. Preparing a variety of rent revenue reports and communicating data to appropriate AMP Directors as well as monthly monitoring of rent revenue projections.
- Keeping record of checks returned as “non-sufficient funds” and sending notices to appropriate staff and/or tenants as well as posting changes to proper accounts.
- Monitoring and reporting of Agency receivables including Public Housing and Section 8 accounts.
- Monthly recording and reconciling of fixed assets, conducting annual fixed asset inventory, and performing payroll duties when required.

Minimum qualifications:

Bachelor's degree in accounting from an accredited college or university along with 3 to 4 years experience in collections, general ledger, and accounts payable, or an equivalent combination of education and experience to successfully perform the requirements of the job.

The ability to communicate clearly and concisely, orally and in writing along with computer skills and excellent working knowledge of spreadsheet and word processing applications using MS Word and Excel required. Good knowledge of business math.

Must possess a valid Indiana driver's license and personal vehicle insurance. Must be bondable.

Must be a resident of, or willing to relocate to Marion County within six (6) months of hire. Bilingual skills a plus.

**For consideration please contact or send resume to:**

**Indianapolis Housing Agency  
Human Resources Department  
1919 N. Meridian Street  
Indianapolis, IN 46202  
Email: [jobs@indyhousing.org](mailto:jobs@indyhousing.org)  
Job Line: 317-261-7232  
Fax: (317) 261-7176  
EOE**