

**JOB DESCRIPTION:
ACCOUNTS PAYABLE/RECEIVABLE SPECIALIST**

Function:

Under general supervision of the chief financial officer, provides a variety of bookkeeping and accounting functions for Mirci properties and other housing programs administered by the agency, and accounting/bookkeeping support within the Mirci finance department.

Employee Classification:

Considered a professional, exempt position that is regular full-time.

Guidelines for Distinguishing Characteristics:

Performs accounting functions of Mirci's multiple programs administered by the agency and accounting/bookkeeping support within the finance department.

Examples of Work:

- Make deposits and record all cash receipts.
- Receive invoices, compare to budget, submit for approval, issue payments
- Assist with tracking, invoicing and reconciling tenant accounts

Knowledge, Skills, and Abilities:

- Knowledge of bookkeeping and accounting principles and practices.
- Attention to detail and the ability to organize complex information neatly and accurately.
- Ability to prepare summary financial documents and reports and reconciliations.
- Ability to effectively plan and organize work activities and prioritize task completion according to schedules and goals.

Minimum Requirements:

- Associate's degree in related field or relevant work experience.
- Must have a valid SC driver's license and good driving record.
- Knowledge of QuickBooks preferred.
- Proficiency in MS Office Suites.
- Excellent analytical, problem solving and decision making skills; high degree of accuracy, attention to detail and confidentiality.