



Job Title: Accounting AR/AP Lead
Department: Accounting
Reports to: Accounting Supervisor
Position Classification: N04 Non- exempt
Approved Date: October 2022

POSITION SUMMARY:

This position serves as the lead on accounts payable (AP) and accounts receivable (AR) as well as the liaison between the housing and accounting departments. This position will work regularly with accounting department and other departments as needed.

ESSENTIAL JOB DUTIES:

Accounts Payable: With a detailed understanding of LHA's Accounts Payable process and computer system, the Accounting AR/AP Lead supports the Accounts Payable function with technical guidance, computer support, and weekly processing. Specific duties related to Accounts Payable include:

- Input and Process AP thru posting to general ledger
- Review AP invoices of other AP clerks
- Field daily questions from AP clerks
- Provide feedback and ideas to the clerks and Accounting Supervisor on how to make processes more efficient and effective
- Assist Accounting Supervisor with monthly/annual reports as needed
- Fully trained to handle AP overflow work and provide back up when needed.

Accounts Receivable: With a detailed understanding of LHA's Accounts Receivable computer system and interfaces, the Accounting AR/AP Lead supports LHA's Accounts Receivable function with technical guidance, computer support. Serves as the liaison between accounting and housing departments. This position will carry a small AR Portfolio for processing and will provide AR back up as needed. Specific duties related to Accounts Receivable include:

- Process AR portfolio thru posting to General Ledger
- Field daily questions from AR clerks
- Provide feedback and ideas to the clerks and Accounting Supervisor on how to make processes more efficient and effective
- Fully trained to handle overflow AR work and provide AR backup as needed

OTHER JOB DUTIES:

- Responsible for preparation of the Construction Development Draws and Reserve Replacements Draws
- Assist staff in accounting and other departments with Accounts Payable general ledger interface questions
- Assist staff in accounting with Accounts Receivable general ledger interface questions
- Responsible for monthly insurance accruals
- Responsible for any other aspects of AR or AP that are needed
- Other accounting functions as requested by Accounting Supervisor



SUPERVISORY: None

JOB QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Working knowledge of accepted accounting standards and procedures, including accounts payable & accounts receivable and some general ledger knowledge.
- Possess the mathematical ability to complete required calculations and troubleshoot balancing problems.
- The ability to demonstrate a high degree of ethics, integrity, discretion, and confidentiality.
- Strong organizational skills and ability to demonstrate a high level of attention to detail is required.
- Must possess the ability to establish and maintain effective working relationships with all levels of personnel within LHA and the public, as well as communicate and interact in a positive, professional manner.
- Experience with computerized accounting systems and Microsoft Office Suite software, including the ability to create and maintain Excel spreadsheets.
- Within the scope of assigned authority, exercise initiative, sound judgement, and make business decisions.
- Support the mission of the Loveland Housing Authority and Accounting Department by demonstrating excellent customer service and human relations skills.
- Ability to work successfully independently as well as in a team-oriented atmosphere.
- Interpret printed and electronic data and consult with others in the department daily.

Job Specific Competencies:

Initiative to Problem solve
Attention to Detail
Adaptability

Responsiveness
Organizational Skills

Job Expertise
Active Listening

Core Ethics, and Values

Integrity, Dignity, Honesty, Accountability, Collaboration, Courtesy and kindness, Innovation, Safety, and Service

Education and/or Experience:

- Formal accounting training required, Bachelor’s degree in accounting (preferable) or related field with course work in accounting required.
- A minimum of three years of combined experience performing AR, AP, and general ledger functions (preferable).
- Proficient in Microsoft software, with expertise in Excel. An equivalent combination of relevant education and full-time experience (within the last 10 years) may be considered.

Working Environment:

Work is generally performed in an office environment that may require sitting for extended periods of time, repetitive keyboard motion, reaching, bending, and kneeling. Light physical effort may be required frequently for occasionally for moving and positioning objects up to 10 pounds, and occasionally for up to 20 pounds.