

EXECUTIVE DIRECTOR  
ANNE BURROUGHS



P.O. BOX 214  
826 WALNUT STREET  
TELEPHONE 423-5242

*Housing Authority Of  
The City of Marion*

THE SWAMP FOX CITY - CITY OF HOSPITALITY  
*Marion, South Carolina 29571*

**EMPLOYMENT OPPORTUNITY**  
**ACCOUNTS PAYABLE/**  
**HUMAN RESOURCES**

**Job Description: Attached**

Interested applicants for the position must submit written correspondence detailing your work experience and qualifications to the Executive Director or you may pick up a job application at the Housing Authority.

**Physical Address**

Housing Authority of the City of Marion  
812 Walnut Street  
Marion, SC 29571  
or

**Mailing Address:**

Housing Authority of the City of Marion  
P. O. Box 214  
Marion, SC 29571

**Electronic Resumes may be sent to:**

anneburr42@aol.com  
**NO PHONE CALLS**

**Equal Opportunity Employer**

EXECUTIVE DIRECTOR  
ANNE BURROUGHS



P.O. BOX 214  
826 WALNUT STREET  
TELEPHONE 423-5242

*Housing Authority Of*  
***The City of Marion***  
THE SWAMP FOX CITY - CITY OF HOSPITALITY  
*Marion, South Carolina 29571*

TITLE: Accounts Payable Specialist/Human Resources  
REPORT To: Executive Director  
Department/Division: Finance  
FLSA Status Exempt

**Position Summary:**

The purpose of this position is to process the following, payroll, benefit administration tasks, payment to Vendors, sales and use tax, for credit card purchases, to prepare 1099's and respond to accounts payable Inquires. This is accomplished by reviewing, entering and posting invoices, processing and mailing Checks, splitting paid charges, verifying that non-incorporated vendors are set up for 1099's, the omission Of specific statements regarding duties does not exclude them from the position if the work is similar, Related, or a logical assignment in association with this position.

**Responsibilities:**

Undertakes and performs the following and other work-related duties as assigned.

1. Verifies vendor number, purchase order number, property, quantity, price and general ledger account number from the related purchase order. Verifies that purchase order has been received by staff and the date received. Insure that payments to vendors are timely to take advantage of discounts.
2. Enter and posts invoices into the financial accounting system. Split paid charges out to the site level. Ensures that all invoices balance to the batch total in the computer system files.
3. Contacts vendors and /or staff to clarify information, requests information or alerts them of problems such as a price variance or quantity discrepancy. Researches any past due invoices and/or statements.
4. Maintains vendor information, verifies that non-incorporated vendors are set up for 1099's and verifies vendor addresses. Verifies amount to be reported on 1099's, print and mail 1099's to vendors, send 1099's to IRS by deadline.
5. Select invoices to be paid. Sends positive pay check information to the bank, and sends electronic payment files to the bank.
6. Stops payment, voids and reissues lost or incorrect payments. Researches checks information in the bank software. Checks the bank daily for any fraudulent checks.
7. Verifies and accurately process payroll records for all new employees, including W-4 information. Maintains calendar indicating scheduled pay increases and dates when employees are to be added to benefits programs that require payroll deductions.
8. Review and checks addition and information in employee time reports. Checks with supervisors if/ when there are discrepancies in terms of unclear arithmetic differences, or reason for absences, either paid or unpaid.
9. Updates payroll records into payroll data system in a timely manner to reflect modifications in personnel actions (e.g. withholdings, benefits and direct deposits, etc).

10. Prepares check requests for applicable deductions such as, unemployment Insurance, workers' Compensation, city, state, school district, and federal taxes, The Housing Authority Retirement Trust, health and disability insurance, life insurance, supplementary employee-funded insurance, child support, garnishments, irs levy, and any other mandatory and/or voluntary payroll deductions.
11. Prepares reports that detail labor distribution, overtime hours worked, Paid Time Off (PTO) taken, etc. Confirms employee leaves balance with Executive Director.
12. Responds to payroll related requests for employment verification, unemployment date, and salary history for Workers' Compensation calculations in a timely manner.
13. Administers and coordinates various employee benefit programs, such as group insurance, life, medical, dental, vision, accident and disability insurance, and retirement savings. Conducts and/or coordinates employment information presentations/ materials and enrollments.
14. Reviews payroll records to ensure that employee deductions are made accurately, and check to ensure that these and Agency contributions are forwarded to providers in a timely manner.
15. Allocates payments for monthly financial reports. Creates Excell worksheets including properties, amounts, general ledger numbers, dates and notes to allocate changes to individuals or to properties. Files all invoices with copy of payment.
16. Assiast Executive Director with obtaining date for monthly HUD reports.
17. Verifies and codes all utility bills including recording cost and consumption for all sites.
18. Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.
19. Performs other duties as required including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.

### **Education and Experience**

Two-years Associate's degree from an accredited college or university or graduate of a licensed business college with three (3) to five(5) years of progressively responsible experience in bookkeeping, payroll, accounting, finance, or closely related field or an equivalent combination of education and experience resulting in the ability to fulfill the essential job duties of the position.

EXECUTIVE DIRECTOR  
ANNE BURROUGHS



P.O. BOX 214  
826 WALNUT STREET  
TELEPHONE 423-5242

# *Housing Authority Of The City of Marion*

THE SWAMP FOX CITY - CITY OF HOSPITALITY

*Marion, South Carolina 29571*

1. Good knowledge of basic bookkeeping principles, recordkeeping procedures and financial reporting.
2. Ability to perform a job independently upon receiving general instructions.
3. Ability to read papers, periodicals, manuals which may include those designated and available on the internet.
4. Intermediate mathematical ability for working with real numbers, fractions, percentages, ratios/proportions and measurements.
5. Intermediate writing skills necessary for report writing, business letters.
6. Considerable skills in operating appropriate Agency computer equipment, applicable software such as Microsoft Outlook, Excel and Word and general office machines including 10-Key calculator.
7. Ability to deal effectively with sensitive and confidential information.
8. Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
9. Ability to meet aggressive deadlines and maneuver multiple priorities.
10. Ability to establish and maintain effective, professional and tactful working relationships with co-workers and persons outside the Agency.

## **Supervision Controls**

The employee receives instructions from the Executive Director. The employee has no supervisory duties.

## **Guidelines**

Guidelines followed by the Accounts Payable Specialist include published laws, regulations, handbooks, financial and accounting standards established through nationally recognized accounting standards boards. If guidelines do not cover a situation, the employee consults the Executive Director. Sound judgment, consistency, and accuracy are needed to successfully perform duties.

## **COMPLEXITY**

The employee performs a variety of routine and generally related tasks. The course of action is determined by established procedure, the employee or the Executive Director. Tasks have to be coordinated, integrated and/or prioritized to be accomplished within set deadlines. Routine work is relatively structured and problems may require consultation with the Executive Director.

## **Personal Contacts**

The employee has contact with co-workers, residents, vendors and business firms. Personal contacts serve multiple purposes including: giving or gaining information and resolving problems.

### **Physical Requirements**

1. Must be able to simultaneously sit and/or stand for up to eight hours at a time while performing work duties.
2. Work is principally sedentary, but may involve some physical exertion such as kneeling, crouching or lifting to obtain files and records and eyestrain from working with computers and other office equipment.
3. Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress
4. Must be able to maintain punctuality and attendance as scheduled

### **OTHER REQUIREMENTS**

1. **MUST POSSESS A VALID STATE OF SOUTH CAROLINA DRIVER'S LICENSE**
2. **MUST PARTICIPATE IN CONTINUOUS IMPROVEMENT AND EDUCATION TRAINING**
3. **MUST BE AVAILABLE FOR OCCASIONAL OVERNIGHT TRAVEL FOR TRAINING**
4. **MUST WORK WITH THE HIGHEST DEGREE OF CONFIDENTIALITY**