

HISPANIC HOUSING DEVELOPMENT CORPORATION - Accounting Specialist

SUMMARY

The Accounting Specialist (NCSS) is responsible for supporting the accounting functions of the organization including payroll. This individual is expected to be detail-oriented to ensure accurate recording. The Accounting Specialist should prioritize and complete work in an efficient and timely manner.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

- ◆ Completes computerized data entry, and reports for tenant rent receivables and collections.
- ◆ Tracks and inputs employee payroll.
- ◆ Prepares purchase orders.
- ◆ Codes A/P invoices and verifies disbursements for submission to central office.
- ◆ Assists with and analyzes the budget.
- ◆ Monitors work orders.
- ◆ Other duties as assigned.

MINIMUM QUALIFICATIONS

- ◆ Computer proficient in MS Word/Excel and tenant accounting software.
- ◆ 3 years experience; HUD experience helpful.
- ◆ Well-organized self-starter.
- ◆ Must be able to analyze detailed computer printouts.

EOE.

Important: Please indicate the position you are applying for in the subject of the fax or email. Include your salary requirements and fax resumes to 312-602-6530, Attn: HR or email to recruiting@hhdevcorp.com.

Principals only -- No Recruiters