

**MEDINA METROPOLITAN HOUSING AUTHORITY**  
An Equal Opportunity Employer  
**JOB DESCRIPTION**

<b>Job Title:</b>	Management Assistant – Finance Accounts Payable
<b>Supervisor:</b>	Finance Director
<b>Employment Status:</b>	Full-time, Non-Bargaining Unit Position
<b>FLSA Status:</b>	Non-Exempt
<b>EEO Job Category:</b>	05 – Administrative Support
<b>Positions Supervised:</b>	None

**Job Summary:** Performs various bookkeeping tasks (primarily accounts payable activities) and assists with financial activities for all Housing Authority properties and programs

**Duties and Responsibilities:**

- Performs accounts payable activities including vendor payment processing and various record keeping activities using proprietary software
- Prepares ongoing inventory tracking and reporting
- Prepares fixed asset reporting and computes annual depreciation expense
- Interfaces with other Finance Department personnel and outside auditors to assist in financial reporting as required
- Prepares various correspondence in conjunction with accounts payable activities
- Provides support in conducting the annual physical inventory
- Performs other duties as assigned

**Skills and /or Experience:**

- High School diploma required; additional coursework in bookkeeping and office practices preferred
- Familiarity with Microsoft Office Suite software essential; keen understanding of Excel spreadsheet software required (knowledge determined by testing)
- Strong communication skills for correspondence and customer service

**Inherently Hazardous and/or Physically Demanding Working Conditions:**

- The essential functions of this job may require the encountering of irate clients or individuals and be exposed to environmental factors including cold, excessive heat, noise, fumes, dirt, contagious diseases, unsanitary conditions, insect infestation, bodily wastes, odors, common office chemicals, and may involve lifting of up to 40 pounds
- This position's incumbent will, on occasion, be required to travel to different Housing Authority properties

**Additional Requirements:**

- Must successfully undergo a criminal background check
- Must possess a valid Ohio Driver's License and be acceptable to the Authority's automobile insurance provider
- Must provide proof of eligibility to work in the United States

- Must be able to deal with culturally diverse populations and perform within strict ethical standards
- This position may require additional training and travel in order to meet performance expectations

**This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. Employee signature below signifies review and understanding of the contents.**

\_\_\_\_\_  
Executive Director/Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)