



Accounting and Technology Coordinator

This employee must develop a strong knowledge of the multiple systems and processes at the Montgomery County Housing Authority (MCHA). These systems are critical to effective and efficient operations within the MCHA. The incumbent will work on the Accounting/Finance team to perform a variety of duties with agency wide impact. In the execution of these duties, this employee will communicate through many modalities with vendors, contractors, staff and other stakeholders across the agency regarding MCHA programs, services and processes. This employee must work independently within established agency guidelines and departmental protocols to perform duties in an accurate, efficient, responsible and confidential manner.

Essential Accounting Responsibilities

- Code invoices, expense reports and check requests
- Review invoices for supporting documentation; Resolve processing issues
- Invoice entry into department housing management database.
- Prepare batch check runs, ACH transmissions, PosPay, ReliaCard
- Maintain A/P reports; Prepares ad-hoc reports as required
- File, maintain and distributes department documents
- Recommend procedural changes to improve efficiencies
- Complete HCVP Check Processing Wizard; HCVP HAP Check processing
- Voucher Management System Gather
- Direct deposits
- Prepare and issue 1099 statements
- HCVP support for Portability, landlord changes, utility, inspections, reconciliation and reporting as directed.

Essential Office Technology Responsibilities

- Assist MCHA staff with creating help desk tickets for various technology services
- Monitor Help Desk Tickets; Tenmast/MRI; Momentum and ADP
- Setup AV equipment as needed for meetings or information purposes
- Work on technology procurement and inventory of existing items
- Contact for VOIP, Comcast, SHOCK, RICOH and other related contracts
- Assist with project management of MCHA technology initiatives including new portals, modules and upgrades

REQUIRED MINIMUM QUALIFICATIONS:

Although any combination of relevant education and experience will be considered, the preferred candidate will have a minimum of 5 years' experience in professional office environments supporting Accounting and Technology. Minimum of Associates Degree is preferred.

KNOWLEDGE & SKILLS, ABILITIES:

- Knowledge of daily professional, business office operations.
- Knowledge of various accounting procedures and office technology.
- Ability to learn relevant materials.



- Ability to respect the privacy of employees and maintain confidentiality of MCHA data.
- Ability to prioritize and schedule work duties.
- Ability to analyze and recommend solutions to problems.
- Ability to communicate effectively, both orally and in writing.
- Ability to deal tactfully, effectively and equitably with people.
- Ability to research issues, make recommendations and do project management.
- Ability to develop and use analytical skills.
- Innovative, dedicated team player who can interact with all levels of users.
- Ability to follow directions and procedures.
- Ability to work remotely as needed eg. During inclement weather events
- Ability to interface well with others and able to interact with all levels of business users and management.

HOW TO APPLY:

Submit resume and cover letter to marcia.robinson@montcoha.org by COB on **March 25, 2022**.

EEO Statement

The Montgomery County Housing Authority (MCHA) provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.