



## Assistant Manager of Fiscal Operations & Technology

The Montgomery County Housing Authority (MCHA) is accepting applications for the position of Assistant Manager of Fiscal Operations & Technology. This employee must develop a strong knowledge of the multiple Fiscal and Technology systems and processes. 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 and staff across the agency regarding MCHA programs. This employee works independently within established agency guidelines and departmental protocols to perform duties in an accurate, responsible, and confidential manner. This role is an onsite/ in-person role based in Norristown, PA.

### ESSENTIAL JOB FUNCTIONS:

#### Accounting & Accounts Payable

- Assist with accounts payable functions, including receiving invoices, scanning, logging, and routing invoices for approval.
- Enter invoices and supporting documentation received via US Mail and digital platforms into accounting systems as directed.
- Review invoices for accuracy and appropriate supporting documentation; resolve discrepancies.
- Code general ledger accounts and enter invoices into accounting systems.
- Assist with preparation of Accounts Payable check runs and distribution of checks or electronic payments.
- Maintain organized electronic and paper accounting files.
- Assist with tracking outstanding checks and preparing documentation for replacements.
- Support preparation and distribution of 1099 documentation under supervision.
- Open, scan, and distribute Accounting Department mail electronically according to procedures.
- Assist with maintaining vendor online account access, landlord direct deposit, and tenant ReliaCard account records.
- Distribute invoice and check copies related to Public Housing(PH) grants and funding to the Manager of Capital Projects.
- Assist with data entry and maintenance of Housing Choice Voucher(HCV)-related information in PH database System, including landlord records and contact information.
- Support waiting list activities by assisting with uploads, data verification, and documentation related to PH and HCV applications.
- Assist with processing landlord ownership and management changes under established guidelines.
- Provide clerical and system support to HCV staff during month-end processing, inspections, and reporting periods
- Maintain accounts payable reports and prepare ad hoc financial reports as requested.



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### Technology Responsibilities:

- Assist staff with basic technology requests and help desk ticket submissions.
- Perform routine troubleshooting of office equipment such as printers, scanners, monitors, and check scanners.
- Assist with user account setup, password resets, and access changes under supervision for telecommunication, compliance and affordable housing systems, and Rent Payment platforms.
- Coordinate with vendors and service providers as directed by the Accounting & Technology Coordinator.
- Assist with maintaining office equipment and technology inventory records using Excel or other tracking tools.
- Help prepare laptops, monitors, docking stations, and peripherals for staff issuance.
- Assist with setup and breakdown of equipment for meetings, trainings, and presentations.
- Support basic troubleshooting of lobby displays, conference room equipment, and presentation technology.
- Assist with IT functional analysis as needed.
- Provide Agency wide program analysis upon request.

### QUALIFICATIONS:

#### Education, Training, and/or Experience:

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.

#### KNOWLEDGE & SKILLS, ABILITIES:

Knowledge of the Montgomery County Housing Authority and its daily business operations.

Knowledge of various accounting procedures and office technology.

Ability to respect the privacy of employees and maintain confidentiality of Montgomery County Housing Authority 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.

Possess analytical skills.

Interface well with others and able to interact with all levels of business users and management.

Innovative, resolute collaborator who can interact with all levels of users.

Follows directions and procedures.

Ability to work remotely as needed e.g., inclement weather.

### Salary Range:

Offered salary to be commensurate with applicable experience > \$49,000 - \$52,000 Annually

### How to Apply:

Submit resume and cover letter to [Employment@Montcoha.org](mailto:Employment@Montcoha.org) by COB on **Friday, March 27, 2026**.