

## Job Overview

The Housing Authority of the Town of Enfield is among the original public housing authorities in the State of Connecticut with a vast portfolio of housing programs including Elderly/Disabled, Congregate, Moderate Rental and Housing Choice Voucher programs.

The Housing Authority of the Town of Enfield is seeking a qualified Finance Coordinator to service our diverse population of residents in Enfield, CT. The ideal candidate will have experience with processing accounts payable and receivable, keeping the computer system hardware and software current and operating and providing operational support. We are seeking a reliable, detail-oriented individual who possesses excellent time management and organizational skills and who can work with little to no supervision.

Pay Rate: \$1,141.00 weekly

## Responsibilities

1. Assists with reconciliation of bank statements and related documents.
2. Processes Accounts Payable and Accounts Receivable with accuracy and compliance with procurement policy.
3. Processes charges to residents' accounts including late rent fees, maintenance charges and lease violation charges according to Housing Authority policy.
4. Coordinates legal services for non-payment of rent cases.
5. Receives daily mail and distributes to appropriate staff.
6. Assists with the processing and finalization of Purchase Orders.
7. Assists with document preparation for fee accountant and auditors.
8. Completes rental verifications as requested.
9. Maintains asset inventory system on a quarterly basis.
10. Assists with annual year end work including processing 1099's.
11. Handles inquiries from current and previous residents regarding rent and balances due.
12. Coordinates and monitors IT needs and monitors functionality of electronic security systems including but not limited to: Hardware, software, electronic security systems (cameras & entry systems), phone system, portable electronic devices, etc.
13. Maintains and updates the Housing Authority website on a regular basis.

## Requirements

1. Knowledge of the purposes, policies and regulations of the Authority as established by the Board of

Commissioners or as set forth by State or HUD regulations.

2. Knowledge of generally accepted and governmental accounting techniques and procedures.
3. Knowledge of technical, statistical, and financial report preparation techniques.
4. Knowledge of computer systems including hardware, software, internet, local area network and the ability to troubleshoot and resolve computer system problems.
5. Knowledge of computerized accounting programs and electronic spreadsheets.
6. Ability to establish and maintain effective working relationships with supervisors, associates, residents, representatives from neighborhoods, community leaders, and federal, state, and local officials.
7. Ability to present technical and financial information clearly and concisely both orally and in writing.
8. Ability to deal courteously and tactfully with the general public and to handle irate tenants in a calm and fair manner.
9. Graduation from an accredited two-year college or university with a degree in Accounting, Finance, Business Administration, or related and two years progressively responsible experience in accounting, financial management, or related; or a combination of education, training, and experience.

### Company Overview

Organized in 1948, the Housing Authority of the Town of Enfield is among the original housing authorities in the State of Connecticut focusing on meeting the housing needs of the community by developing and managing programs that result in high performing, sustainable and fiscally responsible housing.

The Housing Authority of the Town of Enfield is a proven leader in the housing industry by providing services to over 600 families in Enfield and surrounding towns. We promote safe, decent, sanitary, drug free and smoke free housing opportunities.

The Housing Authority of the Town of Enfield is looking for a dedicated individual who can contribute their skills in a collaborative environment in service to our residents. In return, we offer competitive compensation and a generous benefits package including health, vision, life insurance, 457 Plan, paid sick and vacation, 12 paid holidays a year, pension, and an employee assistance program. The Housing Authority of the Town of Enfield is an equal opportunity employer.

Housing Authority of the Town of Enfield

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[www.enfieldha.org](http://www.enfieldha.org)

