



*Our Door is
the Path to Your
Self-Empowerment.*

OFFICE 630.690.3555 | 711 E. Roosevelt Road
FAX 630.690.0702 | Wheaton, IL 60187

www.DuPageHousing.org

Accounts Payable Specialist

DuPage Housing Authority
Wheaton, IL
careers@dupagehousing.org
Full-time
Position: Full-time, On-site
FLSA: Nonexempt

Position Description:

This The Accounts Payable Specialist will be responsible for processing accounts and incoming payments in compliance with financial policies and procedures.

Essential Duties and Responsibilities:

- Completes administrative payments to third party vendors and adheres to budgetary guidelines to process, verify and reconcile invoices.
- Records and pays landlords Housing Assistance Payment subsidy through ACH or manual checks on a bi-monthly basis and reconciles records for accuracy and completeness.
- Accurately identify any missed payments to vendors and communicate any errors in the invoicing process.
- Assist in the 1099 process prior to submitting to the IRS.
- Investigate and resolve any issues regarding tax identification numbers or levy payments.
- Create manual payables related to missing payments for landlords.
- Track Reliacard payments and create cards related to Utility Reimbursement Payments (URP) to tenants.
- Process any invoices or create payables to ensure a timely check run.
- Research create payment holds for landlords listed on IRS notices.
- Identify any checks that have not been cashed and maintain a log of outstanding checks.
- Help maintain an organized filing system in digital and paper mediums.
- Process any credit memos created through returns from the Organization.
- Record interest and reconcile the tenant balance from the Family Self Sufficiency Program monthly and keep accurate records for retention.
- Set up third party vendor information in the Yardi system.
- Obtain and verify W-9 Form and ACH information for new and current vendors
- Protects organization's values by keeping information confidential.
- Perform other duties as assigned.

Job Qualifications:

This position requires an associate's degree in accounting, or related field or the equivalent combination of education and related work experience. One to two years of progressive accounts payable experience. Strong understanding of basic bookkeeping and accounting payable principles. Strong written, verbal, interpersonal and customer service communication skills. Knowledge of analytical techniques and excellent Excel skills – Yardi knowledge a plus.



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Marijuana:

Although marijuana has been legalized under Illinois law, it is a Schedule I controlled substance and is illegal under Federal law. In accordance with the Drug Free Workplace Act of 1988, the DuPage Housing Authority, as a recipient of federal funds, must maintain a drug free workplace.

Equal Opportunity Employer:

DuPage Housing Authority is an Equal Opportunity Employer (EOE) that is committed to diversity and inclusion in the workplace. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status, or any other characteristic protected under applicable federal, state, or local laws.

Pay Range:

\$25.00 to \$30.00 per hour

Benefits:

- Medical
- Dental
- Vision
- Life Insurance
- 401(a) & 457(b) Retirement Plans
- PTO (Paid-Time Off)
- 37.5-hour workweek
- Paid Holidays
- Tuition Reimbursement

To apply, please submit your resume to the following email below:

- careers@dupagehousing.org
- **Subject line: Accountants Payable Specialist**