



8. Clear all checks (including Section 8) from the system on a monthly basis.
9. Works with contractors to ensure invoice dates and payroll dates correspond.
10. Performs data entry tasks including setting up invoices for payment; inputs check data on computer; and maintains purchase order records.
11. Maintains EEO records and prepares MBO report to be filed with HUD as required.
12. Prepares year-end A/P reports (1099's, etc.).

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Attends workshops or seminar related to duties performed.
2. Performs other duties as assigned by the Accounting Manager.
3. Serves as back up to Tenant Accounting Coordinator during their absence.

**KNOWLEDGE OF:**

Accounting principals; bookkeeping; purchasing; public relations; records management; MS Office; MS Windows.

**ABILITY TO:**

Handle confidential information with tact and discretion; perform duties in a normal office environment; perform light manual labor; operate modern office equipment.

**EQUIPMENT OPERATED:** N/A

**POSITIONS SUPERVISED:** N/A

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

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(Employee Signature)

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(Date)