

Payroll and Financial Operations Specialist

The North Charleston Housing Authority is seeking a detail-oriented Payroll and Financial Operations Specialist to join our team. This position plays a crucial role in managing our financial operations, with a primary focus on payroll processing, accounts payable, basic general ledger entries, and various specialized tasks related to housing authority operations, including Housing Choice Voucher (HCV) program support.

Responsibilities include:

- Payroll Management (ADP System)
- Accounts Payable
- Basic General Ledger Operations
- Housing Choice Voucher (HCV) Program Support
- Bank Deposits and Reconciliation
- Benefits Administration (State Retirement, Money Plus/FBMC payments and Deferred Compensation payments)
- IRS Compliance
- General Administrative Tasks

Requirements:

- 2+ years of experience in payroll processing and accounts payable
- Basic understanding of accounting principles and practices
- Proficiency with ADP payroll systems and Microsoft Office Suite, especially Excel
- Experience with PHA-Web software preferred
- Strong attention to detail and organizational skills
- Ability to maintain confidentiality of sensitive financial information
- Excellent problem-solving skills and ability to work independently
- Strong communication skills, both written and verbal

Resumes will be accepted until the position is filled. Interested in applying or to receive a complete job description, please email: gabney@nchashousingauthority.com. Please type "Payroll and Financial Operations Specialist" in the Subject Line. Position Salary: \$45,000-\$55,000, plus an excellent benefit package. Must be able to pass pre-employment drug screening, criminal background check and reference check. North Charleston Housing Authority is an EOE.