

Avalon Housing

Job Description: Accounting Clerk

Avalon Housing is a nonprofit supportive housing provider created in 1992 as a long-term solution to homelessness. We believe that housing is a basic human right. We are a housing developer, property manager, and service provider dedicated to providing affordable housing and support services for people who are homeless and who have physical and behavioral health challenges. Our goal is to help supportive housing residents achieve stability, increase self-determination and build community. Avalon owns and operates 260 apartments at 20 sites throughout Ann Arbor, manages over 100 rent vouchers with private landlords, and partners with both the Ann Arbor and Ypsilanti Housing Commission to provide housing alternatives for more than 500 formerly homeless households throughout Washtenaw County. Individualized supports and community programs are available on a voluntary basis to all 650 residents, including more than 200 children.

The Accounting Clerk works with the Financial Controller to help ensure the accurate and timely maintenance of all Avalon accounts and financial data. This position has no supervisory responsibilities, and our finance team works closely together. Given our reliance on various software systems, a high level of aptitude and comfort with computers and technology is required to be able to be successful and efficient.

Core Responsibilities include, but are not limited to:

- Maintain cost allocation schedules for the proper allocation of costs to various departments and funding sources.
- Prepare and submit billings for various grants and other funding sources.
- Assist with accounts receivable and Accounts Payable processing
- Posts approved transactions to general ledger
- Maintains accounting records by making copies and filing documents
- Assists finance team in preparing for audits
- Assists with preparation of reports for Board of Trustees and outside funding sources
- Assists with payroll processing
- Accomplishes accounting and agency mission by completing related tasks as necessary

HR Responsibilities

- Assists with entering and maintaining employee, payroll, and benefits data
- Works with HR to create data reports from various software systems

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required sit for long periods of time, occasionally drive a vehicle, communicate with other persons by talking and hearing, required to lift and carry items weighing up to 10 pounds, and to operate computer hardware systems.

A valid driver's license and reliable transportation is required.

Job Title: Accounting Clerk
Reports to: Controller. This position and office is based in Ann Arbor MI.
Status: Full-time, Hourly, non-Exempt
Schedule: This full-time position is for approx. 40 hours per week.

To apply please send a resume, cover letter, and references to jobs@avalonhousing.org

Or mail to:
Avalon Housing, Inc., Attn: Personnel
1327 Jones Drive, Suite 102
Ann Arbor MI 48105

This posting will remain open until the position is filled.

Please include the job position title in your email subject line.

Avalon Housing is an Equal Opportunities Employer

