



Title: Financial Services Specialist
Supervisor: Associate Director of Finance
Status: Non-exempt, hourly, regular full-time
Location: Carmel, Indiana
Additional Hiring Requirement: Successful completion of a background and credit check

Summary: Responsible for accounts payable and receivable duties for the NHC and designated local house corporations (LHCs).

Qualifications:

- 2-4 years of AP and AR experience
- Associate's degree or related experience in accounting/bookkeeping, bachelor's degree preferred
- Proficient use of Microsoft Office suite of products
- Proficient use of financial management software, Financial Edge proficiency preferred and Bill Highway
- Strong written and oral communication skills

Responsibilities:

- Assists LHCs with monthly reconciliation of local checking accounts
- Assists with the reconciliation of member accounts
- Assists with weekly deposits process
- Conducts monthly review of AP and AR accounts
- Coordinates AR and AP reporting
- Coordinates weekly communications on AR and AP topics to LHCs
- Maintain member status changes
- Manages accounts payable processes for NHC
- Manages electronic documents sent through Adobe Sign
- Manages Financial Services offered by NHC for designated local housing corporations
- Manages refunds process
- Posts and validates daily and monthly transactions
- Superuser of AP and AR modules in financial management software (2018: Financial Edge and BillHighway)

Expectations:

- Assist with duties outside of job description as assigned
- Demonstrate through words, actions, and interactions the values and branding expectations of the NHC
- Manage work with optimal efficiency, timeliness, and organization
- Participate in professional development activities/opportunities
- Perform in an efficient, effective, professional manner with the mindset of solution-oriented cooperation
- Travel as requested

Physical Requirements

N = Not at all

O = Occasionally (<33% of time)

F = Frequently (34-66% of time)

R = Regularly (>66% of time)

- Sedentary: Lift or transfer up to 10 lbs: F / Carry up to 10 lbs: F
- Light: Lift or transfer 11-20 lbs: O / Carry 11-20 lbs: O
- Moderate: Lift or transfer 21-50 lbs: O / Carry 21-50 lbs: O
- Heavy: Lift or transfer up to 51-100 lbs: O / Carry 51-100 lbs: N
- Very Heavy: Lift or transfer >100 lbs: N / Carry >100 lbs: N

OSHA Exposure:

Routine

Non-Routine

Emergency Respirator Required: No