

## Accounting Clerk Intern

Under general supervision performs specialized accounting and technical duties in the processing and maintenance of fiscal records in the Authority's Finance Department. Employee is responsible for the disbursement of funds for all goods and services required by the Greensboro Housing Authority. Work requires extensive data processing by use of a computer in report preparation and fiscal record keeping. Some knowledge is required of the entire fiscal process in order to effectively maintain records and process information. Work assignments are performed in accordance with established procedures with unusual situations being referred to others for guidance. Reports to the Accounting Manager-Operations. (This is a non-exempt position under FLSA). Graduation from high school supplemented by vocational training in accounting, bookkeeping or related field and 1 to 2 years of experience in clerical bookkeeping or accounting functions; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

**Complete application on-line at [www.gha-nc.org](http://www.gha-nc.org) and submit resume to Human Resources, [kvance@gha-nc.org](mailto:kvance@gha-nc.org)**

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. All applicants must apply directly to the main office at 450 N. Church St. We abide by the Drugfree Workplace Act, which includes pre-employment testing.

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