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## ***Accounting Clerk***

### **About Us**

Housing Development Alliance, Inc. (HDA) is a well-established nonprofit housing provider serving southeast Kentucky. HDA operates an affordable homeownership program, a home repair program, develops and manages rental units and operates an on-the-job training program for people in recovery. In response to the July 22 floods, HDA is striving to double our production to meet the pre-existing affordable housing crisis as well as flood-related housing needs.

Our team at HDA reflects the strength and ingenuity of the communities we serve—where resilience through problem-solving and resourcefulness through ownership are not just values we admire, but qualities we practice every day. We build on these qualities by encouraging both autonomy and collaboration, ensuring every team member has an opportunity to contribute uniquely while working together toward our shared mission.

We look forward to the impact we'll make with you on our team!

### **Position Summary**

We are seeking a detail-oriented Accounting Clerk to perform a variety of accounting, bookkeeping and financial tasks. This position is responsible for maintaining accurate financial records, preparing reports and assisting with job cost tracking.

The Accounting Clerk will use accounting software programs (e.g. Sage) to process daily business transactions, including accounts payable and receivable, disbursements, expense vouchers, and receipts.

The ideal candidate has a strong understanding of basic accounting procedures, excellent numerical skills, and a commitment to accuracy. Ultimately, this role helps ensure HDA's day-to-day accounting functions are completed efficiently and in compliance with established standards.

### **Responsibilities**

- Provide accounting and clerical support to the accounting department
- Accurately prepare, maintain, and file accounting documents and records
- Prepare bank deposits, general ledger postings and financial statements
- Reconcile accounts in a timely and accurate manner
- Enter financial transaction data into accounting systems on a daily basis
- Provide assistance and support to company personnel as needed



*This institution is an equal opportunity provider.*



- Research, track, and restore accounting discrepancies and documentation issues
- Compile reports and summaries and communicate activity updates to management
- Perform all duties in accordance with established standards, procedures and applicable laws
- Maintain current knowledge of accounting practices, policies, and procedures

## **Qualifications**

### **Education and Experience**

- While the ideal candidate will have at least 2 years of relevant experience and a college degree, HDA will consider any candidate who demonstrates the required skills.
- Experience in bookkeeping, account reconciliation, and financial record maintenance preferred.

### **Skills and Competencies**

- Proven experience in accounting or in a related role
- Familiarity with bookkeeping practices and basic accounting procedures
- Proficiency in MS Office, particularly Excel, as well as databases and accounting software (Sage)
- Hands-on experience preparing and working with spreadsheets and financial reports
- High level of accuracy and strong attention to detail
- Strong aptitude for numbers
- Ability to perform filing and record keeping tasks
- Passion and respect for Appalachia and the challenges of rural, persistent poverty communities and the families living in them.
- Strong verbal and written communication skills.

## **What We Offer**

\$18 - \$21 starting hourly rate, with excellent benefits and growth potential

## **Ready to Apply?**

Great! Interested applicants should submit a resume, cover letter, and three references to [taylor@hdahome.org](mailto:taylor@hdahome.org). We look forward to hearing from you.

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, citizenship, disability, military leave or veteran status, genetic information, or any other status protected by applicable federal, state, or local law.