

# Lincoln Housing Authority

## JOB NOTICE

**Job Title: Accounting Clerk**

**FLSA Status: Full time, Non-Exempt**

**Application Deadline: June 4, 2026**

### GENERAL SUMMARY:

The Accounting Clerk performs bookkeeping tasks within a limited range of financial records. Communicates regularly with tenants. Receives and posts rent payments to tenants' accounts.

### PRINCIPAL JOB FUNCTIONS:

- Collects and posts rental payments from tenants.
- Collects and posts other payments as needed.
- Accounts daily for cash receipts.
- Maintains postage stamp fund.
- Coordinates/oversees Down Payment Loan Program.
- Performs data entry into automated financial records.
- Maintains variety of files and records.
- Communicates with outside agencies regarding rent assistance.
- Orders printed materials.
- Assists with accounts payable, as needed.
- Performs bank account reconciliation as needed.

### REQUIRED QUALIFICATIONS:

- High school diploma or equivalent GED supplemented by courses in bookkeeping/accounting.
- Experience in performing varied office and clerical tasks including cashiering, recording of financial transactions, and handling of cash, checks and money orders.
- Previous computer experience with spreadsheets and word processing software.
- Ability to communicate orally and in writing.
- Must be able to maintain confidentiality.
- Excellent interpersonal communication skills.
- Attention to detail and accuracy are essential.
- Work duties require the ability to perform standard office procedures using standard office equipment/machines.

### Application Information:

- Starting pay is \$21.38/hour.
- To apply, complete an application for employment at [www.L-housing.com](http://www.L-housing.com). A resume and cover letter may be attached.
- Background checks will be conducted on final candidates.
- LHA offers an excellent benefits package including \$0 employee only coverage health plan, a 9/80 work schedule with every other Friday off (that's 26 3-day weekends per year), 12 paid holidays, annual merit-based raises, and an 8% company contribution to retirement at 6 months.
- Lincoln Housing Authority is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.