

The Housing Authority of Kansas City, Missouri (HAKC) is seeking qualified candidates for the position of Accounts Payable (AP) Coordinator. The AP Coordinator is responsible for maintain data entries of invoices and other check requests, processing weekly check runs to vendors and for credit card purchases and preparing 1099's. This is accomplished by reviewing, entering and posting invoices, processing and mailing checks, and verifying that non-incorporated vendors are set up for 1099's.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited four-year college or university in accounting or finance. Minimum of three (3) years of relevant experience or an equivalent combination of education and experience.

Interested applicants must forward resume to:

Administrative Services
Housing Authority of Kansas City, Missouri
3822 Summit, Kansas City, Missouri 64111
Fax: (816) 968-4225 or email: tgumbel@hkc.org

POSITION IS OPEN UNTIL FILLED
EOE/AA