



PUBLIC NOTICE

Program – CDBG-DR

Title – Payer Specialist

PRDOH – Pagador Oficial

Area – Finance Division

Required Skills and Qualifications:

- 60 credits approved from an accredited or licensed educational institution that includes six credits in accounting.
- 1-year experience in the professional field of accounting.
- Sub professional Skills that consists in processing and making payments for different concepts that belong to the CDBG-DR Program administrated by the Housing Department of Puerto Rico.
- Preparation and Processing of direct payments, voucher payments, contract vendor payments, and payments of services related to the CDBG-DR Program.
- Examines all payments, acquisitions, services and contracts corresponding to CDBG-DR Program, to verify that they are complete, that they are correct and contain the necessary signatures.
- Conduct the necessary actions to make the payments promptly.
- Conciliates the invoices against the payment register.
- Answers questions of the vendors, contractors and suppliers.

Reports to – Payer Manager.

Interested candidates please send the resume to the following email address: infocdbg@vivienda.pr.gov (include subject: "**EMPLOYMENT OPPORTUNITY**").

This position is subject to Section 3 from the Housing and Urban Development Act of 1968. Under Section 3 public housing residents (including section 8 residents), or low-income citizens who live in the vicinity of a HUD-assisted project, can receive recruitment or contracting priority. It is important to comply with all of the requirements of the contractor opportunity or position.