

**Absentee Shawnee Housing Authority
Job Description**



Title: Accounts Receivable Clerk

Supervisor: Finance/HR Coordinator

FLSA Status: Non Exempt

Pay Range: \$10.00 - \$16.35/ hr. (\$20,800 - \$34,008) DOQ

Positions Supervised: None

Summary of Position: Responsible for performing all in-house homebuyer/tenant accounting functions, including: receiving and recording all monthly payments and preparation of bank deposits.

DUTIES AND RESPONSIBILITIES:

1. Solely responsible for inputting **ACCOUNTS RECEIVABLES**, receiving payments, preparing receipts and posting payments to tenant accounts.
2. Issuing reports and daily accounts receivable activities; making copies for fee Accountant and forward via email.
3. Responsible for posting late fees to Tenant Accounts.
4. Prepare monthly Tenant Accounts Receivable (TAR) Reports for Board Packet.
5. Responsible for tenant accounting adjustments, including but not limited to MEPA usage and repayment schedules.
6. Issues correspondence regarding returned checks. Maintains and files copies of such.
7. Implements and ensures Collection Policies and Procedures are followed.
8. Maintains financial forms and supplies, etc.
9. Issues auto and building keys, certain electronic equipment and credit cards and maintains them along with check-out logs in an organized manner.
10. Responsible for preparation of homebuyer annual pay-off statements.
11. Custodian of accounts receivable drawer. Responsible for reconciling these funds and preparing daily bank deposit.
12. Prepare Security Deposit Refund information; forward to Accounts Payable if refund is required or follow procedures for collection if required.
13. Perform various researches and assume any other administration or financial duties as directed by the Finance Coordinator or Executive Director.
14. Help prepare or maintain information required for audits and/or HUD Monitoring Reviews.
15. Prepare files to go to Attorney for conveyance.
16. Responsible for posting write-off of collection losses for uncollectible receivables.
17. Prepare and maintain inventory list.
18. Maintain log sheets for vendor payments hand delivered by Finance staff.

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19. Assist with Accounts Payable duties and payroll as requested by Finance Coordinator or Executive Director.
20. Issue Accounts Payable vendor checks at payment window and obtain signatures. Once sheet is completed give to Finance Coordinator to file.
21. Accounts Payables and Payroll back up.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

A good knowledge of Generally Accepted Accounting Principles (GAAP) and practices is required. An understanding of HUD accounting requirements is essential. Have the ability to carry out assigned duties and responsibilities with a pleasant and courteous attitude. Courteous and tactful behavior and attitude toward the public and fellow employees is a necessity. Ability to work under pressure, meet deadlines in a timely and efficient manner. To be able to keep confidential matters confidential is essential. Be well disciplined and organized. Prepare routine administrative and accounting reports with a minimum of supervision and in a timely and efficient manner. Exceptional attendance is required. Be able to follow the Rules of Confidentiality.

MINIMUM EXPERIENCE AND TRAINING:

1. High school diploma or general education degree (GED)
 2. Basic Knowledge of GAAP.
 3. Above average typing skills.
 4. Ten-key by touch.
 5. Possession of a valid Oklahoma driver's license and be insurable.
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