

## **BROCKTON HOUSING AUTHORITY**

**A/R Bookkeeping Clerk**

**Rate of Pay:** \$43,312

**Location:** Various

**Hours Per Week:** 35

**General Statement of Duties:** The A/R Bookkeeping Clerk acts as a back-up when the Supervisor is not available. The incumbent will be dealing with tenants through various interactions from the sign up of Auto Rent withdrawal to the eviction process. The incumbent will Maintain A/R Mobility records. Other duties include, data entry, word processing, typing, posting mathematical calculations, simple bookkeeping, preparation of reports, and communication with tenants, and other Housing Authority's. Incumbent will also work with the Finance Department in various capacities to complete the day to day work of the department.

**Supervised By:** Billing Collections Supervisor

**Responsibilities:**

1. Assist Supervisor with pre-eviction conferences related to the collection of delinquent rents.
2. Assist Supervisor with Summary Process action relative to eviction for nonpayment of rent, and other actions including rent collection including appearing on behalf of the Authority in Housing and District Court.
3. Assist Supervisor with the maintaining of Tenant account records for the purpose of rent collection, bad debt loss, fulfilling reporting requirements, Collection agencies, and former tenants as well as tenants in possession.
4. Assist with the handling of money, preparation of bank deposits and reconciliation of deposit slips.
5. Assist with the maintaining Housing Authority rent collections database.
6. Assist with the creation of electronic file of tenant statements to send to direct mailing company monthly.
7. Issues monthly invoices to Section 8 Tenants with Fraud agreements.
8. Sets up Section 8 Fraud agreements into HAB Software.
9. Informs Section 8 Fraud Manager of payments received on the 7<sup>th</sup> and 28<sup>th</sup> of the month.
10. Downloads or manually enters daily deposits for Authority affiliates.
11. Ensures daily downloads have posted correctly, into tenants rent accounts. Informs Supervisor of any discrepancies.
12. Monthly uploads of Auto Rent withdrawals for Authority affiliates.

13. Coordinate sign-ups for Auto rent withdrawals.
14. Ensure that all documentation submitted by tenant for Auto rent withdrawal is correct.
15. Create journal entry from monthly Tenant Accounts Receivable (TAR) from rent roll submitted by Asset Manager's.
16. Reconcile Tenant Accounts Receivable General ledger accounts.
17. Reconciles differences between invoices and funds received within the Section 8 mobility accounts.
18. Ensures that invoices are mailed to other Housing Authorities in a timely manner.
19. Contacts other Housing Authorities to resolve accounts receivable discrepancies.
20. Informs Billing Collections Supervisor of any discrepancies in Mobility accounts.
21. Assist's Billing Collections Supervisor with the setup of unpaid rent agreements with Tenants.
22. Assist with preparation and distribution of 14 Day Notices under Supervisor's direction.
23. Establish and maintain effective working relationships with other employees and Housing Authorities.
24. Acts as back up to Receptionist and assumes duties of Clerk Typist as needed..
25. Attend meetings and appropriate job trainings as required or assigned by Supervisor.
26. Performs duties consistent with Agency/program policies and procedures.
27. Execute duties to reflect reasonable safety standards. Universal precautions must be utilized and training obtained in area's that constitute risk.
28. Responsible for maintaining and organizing records room at offsite storage facility.
29. Perform other work-related duties as required or as assigned by supervisor/designee.

**Qualifications:**

- Bachelor's Degree preferred with concentration in Business. Demonstrated experience in accounts receivable acceptable.
- Demonstrated knowledge of personal computer and Microsoft applications including word processing, database, spreadsheet applications, email, internet, etc.
- Demonstrated knowledge of basic bookkeeping and arithmetic and ability to make computations with speed and accuracy.
- Ability to understand oral and written instructions.
- Ability to communicate in a courteous, efficient and professional manner with employees and the general public.
- Ability to make work decisions in accordance with rules, regulation, policies and procedures, some knowledge of principles of office management

- Ability to establish and maintain effective working relationships with supervisors, persons in other offices, agencies, and the general public.

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Thomas G. Thibeault, Executive Director

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Date: 9/18/2017