

# Peoria Housing Authority

*Moving Families Forward*

## JOB POSTING

**DATE:** February 24, 2020  
**JOB TITLE:** Tenant Accounts Receivable Clerk  
**REPORTS TO:** Senior Accountant  
**SALARY:** Negotiable  
**FLSA STATUS:** Non-Exempt  
**DEADLINE:** Wednesday, March 4, 2020 or until filled

Position requires the ability to work successfully with the public and other staff normally under supervised conditions. The employee is responsible for satisfactorily performing all activities related to the administration for daily functions relating to tenant accounting.

### **MAJOR JOB RESPONSIBILITIES**

#### **Tenant Account**

- Post monthly rent and prepare rent statements for each property for distribution by the Asset Manager
- Collect rent payments from the drop box of each property and apply against the Tenant's Account in the accounting software system
- Prepare Tenant receipts for rent and distribution per the financial management plan
- Balance and close the cash drawer daily
- Prepare daily bank deposit and process check through the automated deposit machine for each individual property
- Prepare all backup deposit information including the cancelled payments and forward them to the Staff Accountant in the Finance Department
- Process late payment charges to Tenant accounts as outlined in the rent collection policy
- Prepare 3 and 14 day late notices for Tenants that are late with rent payments and forward them to the Asset Managers for distribution
- Process move in-move out, security deposits and adjustments that have been requested by the Asset Manager
- Run rent statements, re-payment agreements and tenant account ledgers for the Asset Managers and Finance Staff
- Maintain collection information through the HUD EIV system
- Process and maintain Tenants Repayment Agreements
- Field Tenant calls and resolve rent issues referring all other issues to Asset Management
- Check all paperwork for accuracy
- Act as backup to the Accounts Payable Clerk
- Other duties as assigned

### **MINIMUM QUALIFICATIONS REQUIRED:**

#### **EDUCATION AND EXPERIENCE**

High School Diploma or GED Certificate required some college preferred

Associates Degree in Accounting or Business preferred. Previous on the job experience or combination of education and experience that provides the necessary skills and abilities considered

#### **LICENSES AND CERTIFICATIONS**

- Valid Driver's License; ability to furnish and willingness to use personal car for PHA business if company vehicle is not available.

### **HOW TO APPLY: APPLICATION DEADLINE: Wednesday, March 4, 2020, 5:00PM**

Interested applicants who meet the minimum qualifications, should submit resume to:

Name: Kari Daugherty, Director of Human Resources  
PHA – 100 Richard Pryor Place, Peoria, IL 61605  
Email address: [kdaugherty@pha.peoria.il.us](mailto:kdaugherty@pha.peoria.il.us)

**All applicants are subject to a pre-employment criminal background check, physical and drug screen.**

*Equal Opportunity Employer*