

AKRON METROPOLITAN HOUSING AUTHORITY

Job Title: Account Clerk Tenant Accounting
Reports to: Tenant Accounting Supervisor
Department: Tenant Accounting
Date: June 2012
FLSA Status: Non-exempt

General Purpose:

Maintains tenant accounting records. Reviews, posts and balances various transactions. Responds to field inquiries and performs general clerical duties.

Essential Duties and Responsibilities:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- 45% On a daily basis, process lockbox, manual and fallout cash for a variety of accounts, NSF checks and journal entries. Post all cash to spreadsheet. Collate documents, run various reports, and resolve discrepancies.
- 45% On a daily basis, process transfers, refunds, charges, adjustments and second party billings and monitor resident's accounts. Adjust accounts to reflect repayment agreements for pet, fire, rent, maintenance, security and other. Audit documents for accuracy. Provide timely and accurate information in response to inquiries from field staff regarding resident accounts.
- 5% Process month-end reports and distribute to field staff.
- 5% Miscellaneous
Clerical duties such as typing, filing and ordering supplies.
Assists supervisor in posting end of day as needed.
Assists supervisor in preparing disposition files as needed.
Assists supervisor in auditing retroactive rent files as needed.
Other duties assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies:

Demonstrates accuracy and basic knowledge of accounting; remains flexible; prioritizes tasks effectively; communicates with colleagues and field staff to ensure duties and tasks are accomplished in an accurate and timely manner.

Minimum Qualifications, Education and Certifications:

High school diploma and one to two years bookkeeping and/or accounting experience. Demonstrated proficiency with computers and computer software. Must possess a valid Ohio driver's license and be insurable under AMHA policy.

Physical Requirements. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Physical demands may include kneeling, reaching, pushing, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking, lifting up to 10 lbs. and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.

Working Conditions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

Office environment.

Employee Understanding:

The above job description was received, read and understood by me.

Employee's signature

Date

Supervisor's signature

Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.