

Accounts Receivable/Financial Analyst

The Housing Authority of the City of Wilmington, North Carolina is accepting applications for the following position: **Accounts Receivable/Financial Analyst**. The **Accounts Receivable/Financial Analyst** assists the Finance Department with billing, payment application, monitoring account balances/collection of amounts owed, and reconciliation of tenant accounts for the Housing Authority of the City of Wilmington. Applicants must submit a letter of interest, current resume, three professional references and a Wilmington Housing Authority application to : **Accounts Receivable/Financial Analyst Search**, Attention: Human Resources Department, PO Box 899, Wilmington, NC 28402 or email to jobs@wha.net. Applications will be accepted until the position is filled.

GENERAL STATEMENT OF THE POSITION

The Accounts Receivable / Financial Analyst assists the Finance department with billing, payment application, monitoring account balances/collection of amounts owed, and reconciliation of tenant accounts. The Accounts Receivable / Financial Analyst is responsible for the timely and accurate posting of tenant rent payments and posting charges/credits to the tenant's account. Responsible for reconciling related schedules and statements. Responsible for preparing month-end close accounting entries and bank reconciliations. This is a non-exempt position. Reports to the Controller.

DUTIES AND RESPONSIBILITIES:

1. Leading by example and being a role model for the standards and behaviors consistent with the core values and culture of Wilmington Housing Authority.
2. Post tenant rent payments to tenants' accounts daily.
3. Prepare and deposit rent collections and other deposits daily.
4. Process monthly statements, delinquent notices.
5. Post charges and credits to tenants' accounts.
6. Record, post and track repayment agreements and subsequent payments.
7. Record, post and track Promise to Pay from supporting organizations.
8. Assist Property Managers and Applications staff with tenant accounts as needed.
9. Assist with preparation of special tenant accounts receivable reports as needed.
10. Maintain privacy and confidentiality of information.
11. Respond to common inquiries or complaints by tenants.
12. Prepare correspondence and reports and maintain all records and files.
13. Posts all monthly Board approved write-offs of Tenant Accounts Receivable for move-out tenants.
14. Enter all court paper charges into Tenants accounts.
15. Manage petty cash and Writ petty cash, and prepares AP check requests for replenishment of funds.
16. Manage all laundry monies and deposits.
17. Manage all scrap monies and deposits.
18. Cross-trained as backup for Accounts Payable position. Performs the Accounts Payable functions, including processing of Section 8 checks when Accounts Payable Clerk is out-of-office.

19. Processes monthly 1122 (Tenants Accounts Receivable) spreadsheet, which reconciles Tenant Accounts Receivable and cash going to the proper company bank accounts.
20. Preparation of month-end close journal entries and bank reconciliations to alleviate workload on other Finance staff.
21. Assist in designing Accounts Receivable process to increase AR efficiency in Yardi property management system.
22. Operates various types of equipment in the performance of duties such as a calculator, telephone, facsimile machine, copier, etc.
23. Any other duties to accomplish the mission of this position and the mission of the organization.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Demonstrated ability to use time-management skills to achieve success with schedules, workloads and deadlines.
2. Must possess proficient data entry and computer skills and the ability to use and manage computer files, use databases and create spreadsheets.
3. Must manage files and documents, follow recordkeeping requirements and maintain confidentiality.
4. Requires strong interpersonal, written and verbal communication skills and the ability to maintain effective working relationships with co-workers and colleagues.
5. Qualified applicant should be a high school graduate with experience in accounts payable, accounts receivable, accounting, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities. Must possess a valid North Carolina driver's license.

MINIMUM REQUIREMENTS:

1. Graduation from high school or GED required; college degree preferred.
2. Minimum four (4) years' experience in accounts payable/receivable and accounting systems.
3. Experience in an area directly related to the position may substitute for the educational requirements.
4. Proficiency in Microsoft Excel and Word.

DISCLAIMER:

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 to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any other duties to accomplish the mission of the position and mission of the organization.

WHA is committed in policy and practice to providing equal employment opportunities for all applicants and employees, based upon their training, experience, and overall qualifications. Consistent with this commitment, discrimination against an applicant or employee based upon the individual's race, color, creed, religion, sex, gender, age, national origin, ancestry, citizenship status, marital or familial status, sexual orientation, gender identity, gender expression, disability, military status, protected veteran status, genetic information, or any other condition or characteristic protected by law is strictly prohibited.