



The Topeka Housing Authority Open Positions

An Equal Employment Opportunity Employer

[Link to Topeka Housing Authority Employment Application](#)

THA Employment Opportunities Open to the Public:

(Click the below box to take you to the job description)



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Job Title:	ACCOUNTING CLERK	Hourly Rate:	\$16-\$18 DOE
Start Date:	Immediately Hours: 40/ week Monday through Friday Full Time Permanent	Reports To:	Business Office Manager
Department:	Administrative	HR Contact:	Aubrey Coufal
Applications:	Email: acoufal@tha.gov Fax: 785-357-2648 Mail: 2010 SE California Ave. Topeka, KS 66607	Submit an Electronic Application:	Topeka Housing Authority Employment Application
Job Description:			

I. THA'S VISION

Successfully provide quality, accessible, affordable housing. Success is defined as: putting applicants, tenants, and participants first; market competitiveness; and, financial strength and integrity.

II. TASKS

This staff member will perform the Accounting Clerk tasks described below in a combination to be reviewed and agreed on at least annually.

A. Loss Prevention/Collections

Review accounts monthly to identify and counsel tenants who are trending toward eviction due to late or non-payment behaviors. Assist tenants in identifying and obtaining assistance from appropriate organizations. Negotiate payment agreements for excessive damage to rental units which result from insurance deductibles. Prepare documentation when needed for criminal and civil actions. Represent THMS for challenges to collections. Prepare cases for, and represent THMS in, Small Claims Court to collect damages and debts which would otherwise be uncollectible. Sending debts to collection, tracking debts and closing accounts when paid in full. Submitting Bankruptcy claims.

B. Accounts payable

Process invoices for payment. Allocate expenditures. Prepare and mail checks. Perform related accounts payable tasks and maintain records as assigned.

C. Rent collections/payments

Assist with taking rents and other payments both manually and electronically and maintain related record when needed. Prepare payment agreements and track payments.

D. Utility Expenses

Calculate, make and record Public Housing utility reimbursement payments.

E. Other duties as assigned

As assigned, perform other duties that require a level of skill, knowledge, and ability comparable to that required to successfully perform the tasks listed above.

Accounting Clerk Position Description

III. CONTINUOUS IMPROVEMENT

- A. Promote innovation and positive change
- B. Improve THA programs
- C. Improve THA facilities and complexes
- D. Participate in training and capacity building events as assigned

IV. KEY TRAITS

- A. Ability to learn, absorb, process and apply information
- B. Listening and oral communication skills
- C. Sound academic skills---reading, writing, computation
- D. Adaptability, creative thinking and problem solving, openness to change
- E. Self-management, self-esteem, goal orientation
- F. Effective in/with groups; interpersonal, negotiation, and teamwork skills
- G. "Big picture" view of the organization; leadership skills; ability to organize and motivate one's self and others

V. KNOWLEDGE

- A. Standard office computer hardware and software including Word, Excel, and Outlook
- B. Standard office telephone etiquette and procedures
- C. Standard customer service etiquette and procedures
- D. Operation of standard office equipment (fax, copier, multiple line telephone)

VI. SKILLS

- A. Use of standard office computer hardware and software
- B. Interact with and provide assistance to a diverse range of program applicants and participants directly and by telephone

VII. PHYSICAL REQUIREMENTS

- A. Handle and maintain files and records
- B. Ability to work at a computer
- C. Ability to bend, stretch, get in and out of a vehicle

VIII. EDUCATION, SPECIAL LICENSES/CERTIFICATES

- A. Valid Kansas Class C Drivers license
- B. Specialized certification as assigned
- C. High school diploma or equivalent required. Some college or advanced training preferred
- D. Acceptable driving record for insurance purposes

IX. EXPERIENCE

- A. Two years of office/clerical experience required.
- B. An equivalent combination of training and experience
- C. Some experience with affordable housing programs preferred

X. SUPERVISORY RESPONSIBILITY

None