

Accounts Receivable/Purchasing Clerk

Dept/Div: Finance

FLSA Status: Non-Exempt

General Definition of Work

Performs administrative support work collecting and processing rent; handling purchasing tasks, and related work as apparent or assigned. Work is performed under the moderate supervision of the Chief Financial Officer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

Monitors security deposits, pet deposits, tenant court charges, credits and charges to tenant accounts.

Collects rent from tenants.

Counts money and issues receipts for funds received, and prepares bank deposits.

Prepares purchase orders by verifying specifications and price; obtains purchase items by forwarding orders to suppliers.

Prints and distributes monthly financial reports.

Knowledge, Skills and Abilities

General knowledge of generally accepted governmental accounting terminology, principles, methods, procedures and equipment; general knowledge of standard office methods, techniques and procedures; general knowledge of and ability to operate personal computers, associated hardware, software and peripheral equipment; ability to understand and follow oral and written directions; ability to perform mathematical computations with speed and accuracy; ability to establish and maintain effective working relationships with associates, vendors, tenants and the general public.

Education and Experience

High school diploma or GED.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, speaking or hearing and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.