

ADMINISTRATIVE ASSISTANT/ACCOUNTS RECEIVABLE CHIPPEWA COUNTY HOUSING AUTHORITY

This is not a County position; the Authority is an independent government agency.

PURPOSE OF POSITION

The job duties of the Administrative Assistant/Accounts Receivable are to manage the front desk, enter accounts receivable, and provide support to the housing programs that are operated by Chippewa County Housing Authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

RESPONSIBILITIES

The duties described below are indicative of what the Administrative Assistant/Accounts Receivable team member might be asked to perform. This job description is to incorporate any responsibilities created for the position. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned.

Reception:

- Greet the public, by phone or in person, answering basic questions about programs and referring questions requiring more in-depth discussion to program staff, send applications and maintain record of application requests, refer the public to other agencies when appropriate.
- Complete copying as assigned by office staff. Maintain a supply of locally produced forms and brochures that are duplicated internally. Request and coordinate offset from County for large copying projects.
- Maintain equipment supplies as needed and coordinate maintenance requests for the copiers, phone, etc. Complete shredding as needed.
- Collect payments for the Authority's various programs, provide receipts according to policy, and record on the client's financial record calculating the interest when it applies. Notify program staff when their clients are delinquent in their payments. Send out standardized notices as directed.
- Maintain income limits for various programs, update income limit charts, brochures, etc. as needed.
- Maintain the agency voicemail box and record updates to voicemail as needed. Retrieve messages from the voice mail system and transfer to the appropriate staff.
- Provide back-up clerical services for any of the programs as needed.
- Pick up mail on an as needed basis, stamp and deliver to the appropriate staff. Send outgoing mail on an as needed basis, operating the postage machine.

Accounts Receivable:

- Enter deposits in QuickBooks software on a weekly basis and maintain spreadsheet of payments received from tenants in the Authority's rental units. Notify Property Manager when payments are delinquent.

Section 8 Housing Choice Voucher Administrative Support:

- Send out form and individualized letters on a regular basis as directed by Section 8 Housing Specialists and Executive Director.
- Maintain Section 8 participant files verifying that all required documents are present. Notify Housing Specialists when forms are missing and monitor file until all forms are included. Shred files that are more than 3 years old on an annual basis.
- Assist the public as necessary in completing applications and verify that all required information has been submitted. Place eligible applicants on the waiting lists and print lists for reference at the reception desk. Update applications as requested by applicants. Send out form letters notifying applicants when

they are being offered assistance. Close out applicants who do not enter the program. Maintain the hard copy of applications for 3 years shredding applications that are more than 3 years old on an annual basis. Keep waiting lists current, updating weekly. Purge lists annually.

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent.
- Associate's Degree preferred.
- Ability to maintain a kind and professional demeanor when dealing with the public.
- Proficiency in MS Word and Excel.
- Proficiency in QuickBooks is helpful.
- Strong verbal and written communication skills
- Ability to perform basic mathematical calculations
- Ability to work in a fast paced environment and manage multiple tasks concurrently
- Familiarity with Housing Data Systems software preferred.
- A criminal background check will be conducted

APPLICATION DEADLINE IS Tuesday, June 1st, 2021 at 4:30 p.m.

To be considered for the position, you must complete the application that can be found on our website: www.co.chippewa.wi.us/community/housing-authority. In addition, all applicants must take a written test on Thursday, June 3rd, 2021 to complete their application for the position. There will not be an alternate date. The testing will begin promptly at 2:30 p.m. Applicants can use their own battery or solar powered calculators. You will have up to two hours to complete the test.

Applications are available in person, on our website or by mail.

Chippewa County Housing Authority Office

8 a.m. – 4:30 p.m.

711 N. Bridge St. #14

Chippewa Falls, WI 54729

<http://www.co.chippewa.wi.us/community/housing-authority>

Call 715-726-7934 to request an application via mail.

Chippewa County Housing Authority offers an excellent benefit package including retirement, health, dental, vision and life insurance, deferred compensation, longevity, income continuation, 9 paid holidays, 4 floating holidays, and accrued personal time. 40 hours per week, Monday-Friday, 8:00 a.m. - 4:30 p.m. Starting wage is \$15.65 with step increases.

Minority, women and low-income persons are encouraged to apply.

~EQUAL OPPORTUNITY EMPLOYER~