

STEVENS POINT HOUSING AUTHORITY (SPHA)

Posting Date: August 1, 2025

Title: Finance and Office Coordinator

Department: Stevens Point Housing Authority (SPHA)

Reports To: Executive Director

Job Summary: Reporting to the Executive Director and under general direction, the Finance and Office Coordinator is responsible for providing efficient and accurate financial and administrative services that support the overall operation of the agency.

This position is a non-exempt position for the purposes of the Fair Labor Standards Act.

Essential Functions:

- **Accounts Receivable** – Enter rent payments, make monthly rent adjustments, maintain the Automated Clearing House (ACH) database for all tenant accounts, collect rents from tenants through ACH, reconcile accounts receivable at month end, calculate and post vacancy loss, prepare daily bank deposits, and make bank deposits.
- **Accounts Payable** – Pay invoices, mail checks, make credit card payments, send positive pay files to bank, track capital fund invoices for the Executive Director, and track necessary transactions into the agency's property management software. Work with payroll company and fee accountant to ensure that 1099s are processed at the end of the calendar year.
- Maintain delinquent database, submit to the Wisconsin Department of Revenue via TRIP, maintain TRIP when payments are made. Send monthly tenant statements.
- Work with the fee accountant regarding the recording of Wisconsin Public Services (WPS) transactions.
- Maintain the insurance files, pay the insurance premiums, enter information into the appropriate schedules, and respond to the various insurance requests.
- Bill work orders, send tenant invoices, interface with accounts receivable.
- Order office supplies and envelopes as needed.
- Take mail when needed and maintain postage in the machine as well as maintenance needed.
- Assist in managing the front window on a regular basis.
- Assist with audit preparation.
- Work with the Executive Director and fee accountant on special projects as needed.

Customary Contacts:

- **Internal:** The Finance and Office Coordinator will have regular contact with the Executive Director and the other office personnel.

- **External:** The Finance and Office Coordinator will have frequent contact with current tenants.

Knowledge, Skills, and Abilities Required:

- Strong attention to detail.
- Experience working with vulnerable and low-income populations.
- Exceptional customer service skills by showing kindness and compassion to tenants.
- Ability to stay calm and composed under pressure.
- Knowledge of bookkeeping, accounts receivable, accounts payable, and/or general accounting principles.
- Accounting degree (2 year or 4 year) preferred, not required.
- Accounting experience 3-5 years preferred, not required.
- Microsoft Office proficiency.
- Ability to understand and effectively carry out oral and written instructions.
- Ability to work independently and exercise initiative.
- Ability to maintain confidentiality.

Excellent Benefits

- Health, dental, life, disability, and accident insurance
- Wisconsin Retirement System (WRS) pension
- Wisconsin Deferred Compensation Plan
- Flexible spending accounts
- Paid vacation and sick time
- Paid holidays
- Small agency with great benefits

Pay/Salary

- Starting wage: \$25.00 to \$27.00 per hour (depending on experience)

How to Apply

- **Qualified candidates should e-mail a comprehensive cover letter and resume to Idowu Odedosu at iodedosu@spha-wi.org on or before Friday, September 5, 2025, with the subject title, "Finance and Office Coordinator."**