

**Job Title:** Accounting Clerk—Accounts Receivable

**Salary Range:** \$20.00 - \$30.00 hourly

**About Us:** Yakima Housing Authority is dedicated to providing safe, affordable, and inclusive housing solutions for individuals and families in our community. We believe that everyone deserves a place to call home, and we are committed to enhancing the quality of life for our residents. As a Resident Services Specialist, you will play a vital role in supporting our residents and creating vibrant, thriving communities.

**Job Description:** As a member of the Accounting Department, you'll perform a variety of clerical accounting tasks.

**Key Responsibilities:**

- Process accounts receivable (AR)
- Record all funds received by the agency
- Prepare daily deposits
- Apply tenant payments
- Prepare monthly pay or vacate notices
- Make adjustments to tenant accounts as needed
- Bill other organizations/entities for fees;
- Perform month-end reconciliations
- Prepare monthly check run for the HCV program
- Assist in the Department as needed

**Knowledge and Abilities**

- Strong mathematical, writing, and spelling skills
- Well organized and detail oriented
- Ability to prioritize multiple tasks
- Excellent computer skills including Microsoft Office applications
- Knowledge of standard office equipment
- Exceptionally high integrity