

**Butler Metropolitan Housing Authority**  
**TENANT ACCOUNTING COORDINATOR**

**JOB SUMMARY:**

Responsible for tracking the tenant accounting.

**QUALIFICATIONS:**

Associates in Accounting or two (2) to three (3) years of accounts receivable experience.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid State of Ohio driver's license and show evidence of personal vehicle insurance with adequate liability protection.

**ESSENTIAL FUNCTIONS OF THE POSITION:**

1. Prepares bank deposits of reconciled collections as required by procedure.
2. Maintains records of daily bank balances; executes and verifies bank deposits from any source.
3. Prepares rent roll for verification
4. Audits and mails statements each month
5. Verifies and enters credits/adjustments to tenant accounts submitted
6. Assists Accounts Payable Coordinator with negative rent process.
7. Closes out and balances month-end computer for TAR; creates processes for new month; assists with general ledger entries and report preparation.
8. Maintains vehicle mileage logs and credit card charges.
9. Responsible for submitting and following up with a collection agency and all communications with the collections vendor.
10. Prepares utility bills for payment.
11. Posts and balances utility ledger.
12. Finalizes move out charges
13. Enters repayment agreements

Benefit package includes: Medical, Dental, Vision and Life insurance coverage, discount YMCA membership; paid vacation, sick and personal time; Ohio Public Employees Retirement System; Ohio Deferred Compensation program; 11 paid holidays per year.

**Salary range - \$21.29- \$23.62 per hour**

Applicants may apply via fax 513.896.9381, email to [mveal@butlermetro.org](mailto:mveal@butlermetro.org); website [www.butlermetro.org](http://www.butlermetro.org); mail or in person to the address listed below.

Butler Metro Housing Authority  
Attn: Human Resources Director  
4110 Hamilton-Middletown Rd  
Hamilton, OH 45011-6218

**Minorities, women and veterans are strongly urged to apply**

**NO PHONE CALLS WILL BE ACCEPTED**  
**BMHA is Equal Opportunity Employer**