



Job Announcement

Eligibility: Housing Authority of the City of Pueblo Employees and Qualified Public

March 20, 2025

The Housing Authority of the City of Pueblo has an opening for the position of:
Accounts Receivable.

This is a non-exempt (hourly) position with a starting rate of \$21.00 per hour in addition to our full-time benefit package with over 30 days of paid time off given and accrued in the first year of employment, affordable health insurance with contributions towards your health savings account from the agency and more!

Please review the attached job description and qualifications carefully before completing an application.

Applications may be obtained at the Central Management Facility, 201 S. Victoria Ave between 8:00 a.m. and 4:30 p.m. or on our website at www.hapueblo.org

You may submit your application in-person or email to:

anthony.linan@hapueblo.org

Job posting will remain open until filled.



Date: 03/2025

Title: Accounts Receivable

Status: Full-Time Non-Exempt/Hourly

General Purpose

Utilizing internal processes, procedures and program guidelines, the Accounts Receivable position is responsible for ensuring that payments for rents, subsidies and services for the organization are properly received, accounted for and properly allocated.

Supervisory Responsibilities

No supervisory responsibilities.

Essential Duties and Responsibilities

- Prepares, posts, verifies and records tenant payments and transactions related to accounts receivable.
- Creates and issues invoices as appropriate to tenants, customers, organizations or others receiving services from the organization.
- Maintains and updates tenant ledger appropriately with payments, discounts or other needed adjustments.
- Works with legal to draft correspondence for standard past-due accounts, collections and proactively identifies delinquent accounts by reviewing files and contact delinquent account holders in a timely manner to request payment.
- Creates reports for property management and leadership to update current status of tenant accounts as requested.
- Acts as the main contact for tenant accounts and answers questions regarding account charges.
- Assists the accounting team in generating receivables for general ledger entry and appropriate financial statement reporting.
- Assists accounting staff with monthly receivables reconciliation.
- Copies, files and retrieves receivables information as needed for auditors, external partners, investors or other departments of the organization.
- Other duties as assigned.

Licensure, Credentials & Experience

- Valid Colorado Driver's License in good standing required.
- High school diploma or equivalent education required.

- Some education or background in accounting, finance or accounts receivable preferred.
- 1 year experience in accounts receivable function preferred.
- Government, cost or property related accounting preferred.
- Public housing, section 8 or affordable housing related accounting experience preferred.

General Knowledge & Qualifications

- Strong organizational skills with analytical attention to detail.
- Financial acumen with ability to prepare and understand budgets and financial statements.
- Ability to work independently and as part of a team.
- Strong customer service, communication, and ability to establish and maintain effective working relationships with external customers, investors and fellow HACP employees.
- Ability to process work efficiently, accurately and adapt to changing priorities.
- Ability to become familiar with HUD, tax credit and HACP program regulations.
- Ability to understand and adhere to policy, procedure, and regulations.
- Demonstrated ability to manage changing priorities with a high degree of flexibility.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office, primarily Excel, web-based applications and related property management software.

Materials & Equipment Used

- Standard Office Equipment.

Working Environment and Physical Responsibilities

- Primarily sedentary work at a workstation/desk.
- May involve physical exertion such as lifting to 10 pounds at times, bending, stooping, crouching and kneeling occasionally.
- Significant computer work involves ergonomic and eye strain.
- May involve driving around the Pueblo metro area frequently, and to regional agencies for partnership development and networking.
- Interacts with the public occasionally so may encounter difficult situations as well as interaction with threatening behaviors.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel within this classification.