

Cash Receipts Specialist



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Reports to: Accounting Manager

Classification: Exempt

Date: 08/17/2017

Department: Finance / Accounting

Division: Corporate

Updated:

JOB SUMMARY:

The Cash Receipts Specialist is responsible for duties that improve and increase the cash flow and income opportunity for a growing portfolio of multi-family properties. This position will track, process, and collect all replacement reserves for the portfolio. In addition this position will process HAP vouchers and corrections each month.

ESSENTIAL FUNCTIONS:

- Monitor and track property spend and identify opportunities for reimbursement from reserves.
- Obtain and process correct forms and documentation for each property to collect replacement reserves.
- Work with investors and account holders to gain proper approvals for replacement reserve reimbursement.
- Ensures that all voucher packets are processed monthly for assigned properties, in a timely manner.
- Works with Community Manager to process voucher and review TRACS file (if manager is new or open position, this position will process the voucher).
- Resolves discrepancies and/or adjustments issues with the Contract Administrators and Community Managers.
- Escalates certification issues and vacancies to Regional Property Manager as needed.
- Work with Compliance specialist on any EIV loan payment issues.
- Provide training and support to Assistant Manager, Community Manager and Regional Property Manager.
- Review TRACS reporting.
- Special claims coordination for the properties.
- Coordinates with Community Manager on Utility Allowances as needed.
- Submits OCAF/Gross Rent changes.
- Process and distributes rent schedule changes to accounting and operations to notify residents accordingly.
- Reports to Compliance Department on late or past due certifications.

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EDUCATION and EXPERIENCE:

- Bachelor's degree in a related area or equivalent experience.
- At least 2-4 years of experience in the field.
- Section 8, Low-Income Housing Tax Credit program (LIHTC) knowledge and understanding.
- Microsoft Excel skills

PHYSICAL DEMANDS

- Employee must be able to lift at least 5 lbs. and up to 40 lbs.
- Employee will frequently utilize their hands and fingers
- Employee will be frequently required to sit and occasionally stand or walk
- Employee will be required to bend, twist, stoop and or kneel

WORK ENVIRONMENT

- The employee will be exposed to an indoor office and outdoor environment. The noise level is typically low.

DISCLAIMER

This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate reflection of those principal job elements essential for making decisions related to job performance, employee development and compensation. As such, the incumbent may perform other duties and responsibilities as required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE NAME

Date

EMPLOYEE SIGNATURE

Date