



Accounts Receivable Clerk

WHO ARE WE?

VNHS's mandate is to provide safe, secure and affordable housing. Although our original and ongoing mandate is to focus on the housing needs of the urban Aboriginal community we have expanded our operations to include housing solutions for seniors, youth, women at risk, persons living with mental illness and the homeless and homeless at risk populations.

We are looking for a strong leader to join our team with professional and consistent interaction with other departments to provide accurate information and support in order to facilitate swift processing of rents due to the organization.

Job Summary

The Accounts Receivable (A/R) Clerk is directly responsible for performing data entry and related duties in posting accounts receivable payments, in particular tenant rents. This includes maintaining ledgers, monitoring credit balances, producing arrears reports and resolving account irregularities. The A/R Clerk works closely with property managers and building managers to ensure that rents are collected and deposited in a timely manner. This position involves diplomatic interaction with other departments to provide accurate information and support in order to facilitate swift payment of rents due to the organization.

Duties and Responsibilities:

1. Collaborate with the Chief Financial Officer and Accounting Supervisor to maintain rent collection goals and general A/R performance levels.
2. Communicate with property managers and building managers as necessary to complete job duties.
3. Receive and reconcile rent cheques from the various buildings by the building manager, property manager or maintenance administrative assistant
4. Prepare bank deposits and enter deposit data into Yardi
5. Make daily bank deposits as long as there is at least one cheque to be deposited
6. Post and reconcile bank deposits to Yardi
7. Follow up with property managers to ensure that arrears are being pursued
8. Receive all other moneys such as security deposits, pet deposits, key replacement charges, laundry cards and tenant charge-backs, prepare and make deposits, and post data to Yardi
9. Monitor post-dated cheques, ensuring that tenants are advised when their supply needs to be renewed, and that those related to tenants who have moved out are returned to them
10. Corresponds with property managers on all updated rent information, changes and updates based on results of annual income reviews, interim changes to tenant rent contributions, move-ins and move-outs



11. Ensure the strict confidentiality and privacy of financial records as they relate to the organization and its tenants.
12. Other related duties as directed by the Chief Financial Officer

Education, Training and Experience

- Education: Completion of secondary school is required. Depending upon experience, completion of collage or other courses including bookkeeping and accounting courses.
- Experience: 1-2 years of Accounts Receivable experience.
- Experienced in Yardi Voyager is preferred.

Skills and Abilities

- Demonstrated ability to accurately calculate, post, correct, and manage accounting figures and financial records.
- Proficiency with Yardi Voyager property management software, Microsoft Office programs and applications, in particular Excel spreadsheets.
- Strong knowledge of collection regulations and fair credit practices.
- Able to perform moderate to complex account reconciliations.
- Strong diplomatic, negotiation, and conflict resolution skills.
- Basic knowledge of accounting systems, budgets, and internal controls.
- Effective attention to detail and a high degree of accuracy.
- Strong work ethic and positive team attitude.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Familiarity with the Residential Tenancy Act
- Ability to work occasional flexible hours
- Current BC Driver's license and reliable vehicle

Working Conditions

Physical Effort

Nature of work requires light level physical effort and/or dexterity.

Mental Effort

Nature of work may include frequent short periods of intense concentration, frequent interruptions and meeting multiple tasks and deadlines.

Psycho-Social Conditions

Moderate stress working with other employees to address irregularities with rents and arrears collection.



Work Environment

Primarily office work, as well as regular travel to and from bank

Benefits:

- Dental care
- Extended health care

Applicants

Please note, while we would like to connect with all of our applicants for this position, only those chosen for interview will be contacted.

Only those candidates who submit a Cover Letter and Resume will be considered for this position. Due to the high volume of applicants, you will only be contacted if you are selected for an interview.

COVID-19 considerations:

We provide Personal Protective Equipment to all our staff in response to COVID-19 and WorkSafe BC requirements. We have enhanced our cleaning and sanitization schedules on building touch-points to prevent the spread of COVID-19.