



Area Housing Authority of the County of Ventura Career Opportunity

Open Position: TARS – Accounts Receivable Accounting Technician

Schedule: 10/40 Workweek, Monday – Thursday 7:00a.m. - 5:00p.m.

Type: Full-time, Regular (benefits eligible), Non-Exempt

Pay: Starting \$21.49/hour

The Area Housing Authority of the County of Ventura is looking for a dynamic person to join its Housing Rental Assistance team to help local families afford clean, safe and comfortable housing. Please carefully review the job description starting on page 3 for a full understanding of the essential duties and requirements of the TARS – Accounts Receivable Accounting Technician position.

**Deadline to submit completed applications:
Thursday, February 17, 2022 by 5:00 PM**

Applicants MUST complete the application and supplements in its entirety and submit to Human Resources:

- *AHA Employment Application*
- *Supplemental Questionnaire*
- *Notice to Applicants*

TO APPLY for the TARS Accounts Receivable Accounting Technician position:

Submit the completed application in its entirety via fax, U.S. mail, or email to the address below. All applicable documents must be received by the final filing date on **Thursday, February 17, 2022 by 5:00 PM.**

Email to: humres@ahacv.org

Fax to: (805) 480-9951

US mail: Attn: Human Resources, 1400 W. Hillcrest Drive, Newbury Park, CA 91320

The Area Housing Authority of the County of Ventura is committed to providing equal opportunity in employment for all persons, regardless of race, religious creed, color, national origin, ancestry, physical ability, mental disability, medical condition, marital status, sex, age, sexual orientation, genetic information, gender, gender identity or expression, or any other basis protected by applicable law. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program, activity or facility of the AHACV on the basis of these factors in a manner consistent with applicable federal and state laws, regulations, ordinances, orders and rules, and AHACV policies, procedure, and processes.

Upon request, reasonable accommodations in the application process can be provided to individuals with qualifying disabilities. Please contact Human Resources for further information or to request an accommodation.

APPLICATION PROCESS:

Applications received on or before the deadline will be carefully screened by Human Resources prior to submission to the hiring manager for minimum qualifications. Written and computer skills/knowledge evaluation tests may be conducted as part of the applicant screening process.

The final candidate must successfully pass a post-offer, pre-hire drug screen; a routine criminal background check; and a physical functional assessment to demonstrate the incumbent's ability to physically perform the essential functions of this position (with or without reasonable accommodations for any disability as defined in the Americans with Disabilities Act.) All post-offer, pre-hire test costs will be paid by the AHA. The successful candidate must also provide documentation confirming eligibility to work in the United States.

SALARY BAND: E1	SALARY RANGE: \$21.496 to \$26.437 per hour Non-Exempt Position , subject to applicable law Regular Full-Time Position (40 hours per week)
DEPARTMENT:	Finance
REPORTS TO:	Director of Finance
DATE CREATED:	October 6, 2006
DATE OF LAST UPDATE:	January 19, 2022

BRIEF SUMMARY OF THE POSITION

Under general supervision of the Director of Finance, perform support functions in the Finance Department such as accounts receivable, reconciliation, financial reporting, data entry, deposits, refunds, reconciliation, purchasing, financial reporting, escrow accounts and other accounting functions.

MINIMUM QUALIFICATIONS:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed below:

- Associate's degree in Accounting **and**
- Three years of tasks related to the specific duties of this position;
- **Or** any other equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position

PREFERRED QUALIFICATIONS:

- Experience in a similar type work environment.
- Familiarity with audit procedures.
- Knowledge of HUD or other governmental accounting practices and procedures.

ESSENTIAL FUNCTIONS (include but not limited to):

- Ability to apply accounting principles and practices to the tasks assigned to the job in an accurate and timely manner, with a minimum of direct supervision.
- Responsible for all aspects of tenant accounting, including but not limited to rent collection, financial reporting and timely response to questions regarding accounts and payment.
- Demonstrate a full understanding of applicable policies, procedures and work methods associated with assigned duties.
- Post, balance, and summarize cash transactions.
- Utilize Area Housing Authority software and spread sheet programs to enter, store and retrieve tenant accounting information as requested; summarize data in preparation of standardized reports.
- Coordinate the purchasing process including preparation of purchase orders while adhering to the Procurement policy and overall procedures
- Processing of Family Self-Sufficiency (FSS) escrow accounts and reporting
- Prepare and balance draws for tax credit developments
- Utilize agency software system, balance and process check runs
- Maintain and update direct deposit information for owners
- Process payroll adhering to procedures and deadlines
- Maintain an agency petty cash fund; processes requests for replenishment
- Perform related duties as assigned

KNOWLEDGE OF:

- Modern office practices, procedures, and equipment
- Accounting principles and various financial statements
- Current pertinent federal, state and local laws, codes and regulations
- Record-keeping, filing, and information organizing techniques
- Interpersonal skills using tact, patience and courtesy
- Word processing, spreadsheet, database, presentation, and other relevant software applications, including Microsoft Word, Excel, PowerPoint, and email
- Use of 10-key for frequent calculations
- Correct English usage, grammar, spelling, punctuation and vocabulary

ABILITY TO:

- Apply accounting principles and practices to the tasks assigned to the job in an accurate and timely manner with minimum supervision.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Understand and follow oral and written directions.
- Perform tasks within clearly defined guidelines.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Prepare reports by gathering and organizing data from a variety of sources.
- Work confidentially with discretion.
- Complete work with many interruptions.
- Operate a variety of office equipment.
- Make arrangements for meetings and conferences.
- Maintain a variety of files, records and logs.
- Prioritize and schedule work.

WORKING ENVIRONMENT:

- Work schedule is Monday-Thursday 7:00 a.m. to 5:00 p.m.
- Subject to overtime and working weekend/holidays as needed
- Busy office environment, subject to frequent interruptions

PHYSICAL ABILITIES:

Manual dexterity of hands and fingers to enter data into computer and to operate office equipment; speaking to exchange information; sitting or standing for extended periods of time; pushing, pulling or lifting light objects; bending and reaching to store and/or retrieve files.



Area Housing Authority of the County of Ventura

1400 West Hillcrest Drive • Newbury Park, CA. 91320-2721 • (805) 480-9991, ext. 840 • (800) 800-2123 • FAX: (805) 480-9951

EMPLOYMENT APPLICATION – TARS Accounts Receivable Accounting Technician

An Equal Opportunity Employer

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability, or any other legally protected status.

A RESUME WILL NOT SUBSTITUTE FOR THE INFORMATION REQUESTED IN THIS APPLICATION

PERSONAL INFORMATION

Please Print Clearly

Form with fields for Last Name, First Name, Middle Name, Today's Date, Current Street Address, City, State, Zip, Permanent Street Address, Cell phone number, Home phone number, Best daytime phone number, E-Mail Address, Position applying for, Salary desired, Have you ever worked for the Area Housing Authority before?, How did you learn about this opening?, Do you have any friends or relatives working for the Area Housing Authority?, Are you a Section 8 landlord?, Are you a participant or applicant of any Area Housing Authority programs?, If hired, would you have a reliable means of transportation to and from work?, Do you have a valid California driver's license?, Are you at least 18 years old?, Have you ever served in the military?, Are you legally eligible to work in the United States?

The AHA will consider reasonable accommodation measures that may be necessary for eligible applicants and employees to perform the essential functions of the job. If you need an accommodation for interviewing or job testing, please contact Human Resources immediately.

EMPLOYMENT HISTORY

Starting with your most recent employer, list all present and past employment for the last **ten** years. List each change of title or promotion separately. Explain any gaps between employment periods. **If more space is needed, use additional sheets.** Include relevant volunteer experience. *It is not acceptable to write "See Resume".*

Dates Employed From / To	Employer Name	Address	
Normal Schedule	Your Job Title	Reason for leaving	
Your supervisor's name	Your job duties		
Supervisor email:			
Company phone number			
Company website address:			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dates Employed From / To	Employer Name	Address	
Normal Schedule	Your Job Title	Reason for leaving	
Your supervisor's name	Your job duties		
Supervisor email:			
Company phone number			
Company website address:			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dates Employed From / To	Employer Name	Address	
Normal Schedule	Your Job Title	Reason for leaving	
Your supervisor's name	Your job duties		
Supervisor email:			
Company phone number			
Company website address:			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Yes **No** Have you ever been involuntarily terminated or requested to resign from any position? *(Do not include layoffs)*
If "Yes", explain or attach separate sheet if necessary:

EDUCATION, TRAINING AND EXPERIENCE

Check the appropriate box: *(If no diploma, list the highest grade you completed)*

High School Diploma GED or High School Equivalency Certificate No Diploma # Years Completed : _____

List Colleges, Universities, Vocational and/or Business Schools You Attended

School Name	School Address	Years Completed	Major Course of Study	Degree Awarded?	Degree Title or # units completed
				Y / N	
				Y / N	
				Y / N	
List Professional Licenses or Certificates That You Currently Hold		Date Issued	Date Expires	Number and State	Was License or Certification ever revoked or suspended?
					Y / N
					Y / N
List computer software in which you are proficient <i>(if applicable for this position)</i>					
<input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at the Area Housing Authority? If "Yes," please explain:			
COMPLETE FOR BILINGUAL POSITIONS ONLY					
<input type="checkbox"/> Yes <input type="checkbox"/> No Some of our clients do not speak English. Do you speak, write or understand any other languages?					
If "Yes", list them below. <i>(including Sign Language)</i>					
1. _____		Written Fluency <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair		Spoken Fluency <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair	
2. _____		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair	

REFERENCES

List two people below whom we have your permission to contact **who have knowledge of your work performance** within the last five years. **Do not list personal or social references.**

First Name	Last Name	Best Telephone Number To Reach This Person () () ()		
How they know you				Number of Years Acquainted
Their current occupation		Best email address to reach this person		
First Name	Last Name	Best Telephone Number To Reach This Person () () ()		
How they know you				Number of Years Acquainted
Their current occupation		Best email address to reach this person		

**Area Housing Authority of the County of Ventura
Area Housing Authority Employment Application – Page 4**

Read Carefully, Initial Each Paragraph and Sign Below

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my opportunity for employment and the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of a material fact on this application or on any document used to secure employment, including my resume, shall be grounds for rejection of this application or for immediate discharge, if I am employed, regardless of the time elapsed before discovery.

Initials I hereby authorize the Area Housing Authority of the County of Ventura to thoroughly investigate my references; work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Area Housing Authority of the County of Ventura any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Area Housing Authority of the County of Ventura, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials I understand that if offered employment, the offer will be contingent on my passing these pre-employment screenings: illegal drug and marijuana test; physical; criminal background check; prior work history verification; and E-Verify eligibility to work verification. By signing this application, I **voluntarily agree** to submit to a pre-employment alcohol/drug screen, pre-employment physical, and background check upon request. I understand that failure to pass any of these post-offer, pre-hire activities will result in withdrawal of the employment offer. I understand to be eligible for hire and if offered employment, I must meet all Area Housing Authority of the County of Ventura and HUD requirements applicable to this position.

Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Area Housing Authority of the County of Ventura. No manager, supervisor, or employee of the Area Housing Authority of the County of Ventura has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the Executive Director has the authority to make any such agreement and then only in writing, None of the Area Housing Authority of the County of Ventura’s Human Resources policies and procedures are intended to interfere with employees’ right to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers.

My signature below certifies that I have read and understand the contents of this Employment Application, including the initialed paragraphs above, and agree to the terms and conditions outlined in this application. I declare under penalty of perjury under the laws of the State of California that all of the foregoing is true and correct.

Applicant’s Signature

Date

Applicant’s Printed Name

SUPPLEMENTAL QUESTIONNAIRE – HOUSING TECHNICIAN

Applicants answers to this section of the Supplemental Questionnaire must not exceed one typewritten double-spaced page in length **per question**.

Applicants may submit additional pages if more space is needed to answer the questions.

- 1) Describe your work experience in dealing with construction development payments and draws.
 - a. What was your level of responsibility for maintaining unconditional and conditional releases?

 - b. What tools did you use for tracking?

- 2) Describe your work experience in accounts receivable.

- 3) Describe your responsibility in payroll processing.

- 4) Describe a successful transition experience from your work history. What made it successful?
 - a. What tools do you employ to transition successfully?

 - b. What do you find most challenging in times of transition?

Signature: _____ Date: _____

NOTICE TO APPLICANTS

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA USE OF BACKGROUND AND INVESTIGATIVE REPORTS

The Area Housing Authority of the County of Ventura [AHA] may use a variety of methods to confirm your prior work experience, criminal activity, driving record, character, general reputation and personal characteristics. This information may be used in decisions about your employment at the AHA.

Although the AHA application package only asks for your employment history for the past ten (10) years, the AHA may seek confirmation of relevant prior work history throughout your entire work history.

To obtain this information before, the AHA may:

- contact your prior employers via phone, fax or mail;
- conduct a background and investigative report via a third party;
- search local court records via the internet and through a third party;
- contact educational institutions to confirm levels of education obtained;
- contact those individuals you identify as personal references.

You have the right to decline authorization of these reports. However, without these reports, the AHA may not be able to properly confirm whether you meet the job requirements; and the AHA may decide not to offer you employment.

If the AHA uses a third party to conduct these background and investigative reports, the AHA will certify to that third party that we have notified you of your rights, obtained your permission to get the background check, complied with all of the FCRA requirements, and won't discriminate against you or otherwise misuse the information in violation of federal or state equal opportunity laws or regulations.

If you authorize the AHA to conduct these background and investigative reports, you must indicate your authorization by your signature and date at the bottom of this page.

My signature below certifies that I have read and understand the contents of this Notice, and further, that I agree to the terms and conditions outlined in the AHA application package.

Applicant's Signature

Date

Your Printed Name

Before the AHA takes an adverse employment action, (for example, not hiring an applicant or firing an employee based on background information obtained through a company in the business of compiling background information), the AHA will give the applicant or employee:

- a notice that includes a copy of the consumer report the AHA relied on to make its decision;
- a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act"

The purpose in providing you a notice in advance of taking an adverse employment action is to allow you the opportunity to review the report and explain any negative information.

If an adverse employment action is taken, the AHA will tell you (orally, in writing, or electronically):

- that you were rejected because of information in the report;
- the name, address, and phone number of the company that providing the report;
- that the company providing the report didn't make the hiring decision, and can't give specific reasons for it; and
- that you have a right to dispute the accuracy or completeness of the report, and to get an additional free report from the reporting company within 60 days.

The AHA disposes of background reports in full compliance of EEOC and FTC regulations, and within the AHA's record retention policy. All paper records are destroyed securely by a third party shredding company. Electronic files or media are destroyed or erased so that the information cannot be read or reconstructed.