



SAN CARLOS HOUSING AUTHORITY

P.O. Box 740

Peridot, Arizona 85542

JOB ANNOUNCEMENT

POSITION TITLE: Resident Account Technician

JOB ANNOUNCEMENT: #275

OPENING DATE: January 3, 2025

SALARY: DOE

CLOSING DATE: January 17, 2025

LOCATION: Bylas Office

Job applications are available at Tufastone, Bylas Sub-offices or
can be mailed or emailed upon request.

Applications are due at 4:30 p.m. at the Peridot Housing Office on the closing date.

Nature of Position:

Works under the direct supervision of the Finance Manager, the Resident Account Technician is responsible for collection and management of rent from tenants and homebuyers. Home visitation is involved, and the technician must be skilled in negotiating and exercising persuasive techniques.

DUTIES AND RESPONSIBILITIES:

- Visits delinquent and vacated accounts for rental, mutual help and homeownership to collect payment
- Meets with employers regarding their policies on debts
- Reviews collection policy and informs tenants and homebuyers of obligations
- Participates in notices concerning delinquents accounts by submitting tenant names to the housing manager.
- Collects payment and keeps records of individual collection and delinquencies
- Maintains records and prepares reports as assigned
- Reviews and improves collection techniques
- Handles payback agreements
- May counsel delinquent tenants or homebuyers
- Submits tenant documentation to manager for court hearings
- May assist with tenant budget counseling
- May assist with making adjustments to tenant accounts when needed
- Performs other duties assigned

MINIMUM QUALIFICATIONS:

1. Education/Experience:
2. High School diploma or GED.
3. Must have good written and oral communication skills.
4. Must be computer literate/proficient.

ADDITIONAL REQUIREMENTS

1. Must have a valid AZ Driver's License.
2. Must pass a pre-employment drug test.
3. Must be insurable under SCHA vehicle insurance

INDIAN PREFERENCE:

Preference in filling vacancies may be given in accordance with the Indian Preference Act and SCHA Personnel Manual relating to Tribal and Veterans Preference. On other than the above San Carlos Housing Authority is an Equal Opportunity Employer.