

The Schenectady Municipal Housing Authority
Excellent Career Opportunity

Senior Account Clerk

The Schenectady Municipal Housing Authority is seeking to hire a full-time (35- hours) Senior Account Clerk. This position involves responsibility for maintaining a variety of tenant financial accounts and records. Responsibilities also include performing a variety of administrative and clerical duties in support of the Finance Department.

Job duties include the following:

- Receive, process and maintain a variety of tenant account rent payments and other charges such as washer, dryer, freezer and lockouts. Receive DSS voucher payments and notify the appropriate Occupancy Specialist of any discrepancies. Apply all units' air conditioning charges per the Project Managers' charts. Apply senior independence charges as required. Answer questions regarding accounts.
- Perform a variety of administrative duties for tenant move-ins including coordinating with maintenance staff to ensure that all necessary keys are available for move-ins. Receive rent payments and security deposits from new tenants and give them the appropriate keys. Handle all requests for key and fob replacements. Coordinate lock changes with maintenance staff.
- Maintain and process security deposits including pet securities, change of units and change of head of household. Process set ups in Emphasis and the bank.
- Process Repayment Agreements including coordinating appointments between TA, tenant, and attorney. Create and maintain repayment agreements in the software program.
- Prepare eviction notices and related documents including: 14-day letters, 14-day other charges, 3-day notices, and petitions. Coordinate paperwork with the court and process server in preparation for the court date.
- Prepare court appearance paperwork including ledgers and stipulations. Prepare and update spreadsheet up until court date. Accompany and assist attorney in court.
- Prepare paperwork for tenants facing eviction seeking assistance from DSS. Prepare landlord statement for DSS.
- Prepares paperwork for evictions that require involvement from the Sheriff's Office. Maintain account fees and accounts until actual eviction. Keep applicable staff up-to-date on evictions. Coordinate evictions with the Sheriff's Office.
- Process account security close-outs including reviewing accounts to ensure all charges and credits are correct. Determine whether SMHA retains security or if it is returned to the tenant. Process close-outs and prepare necessary paperwork.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma and two years of experience maintaining financial accounts or records; OR
- B. Three years of experience as outlined in (A) above; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Compensation and Benefits: The starting salary is \$49,861.43 per year. Full benefit package including health insurance, paid leave, and participation in the New York State and Local Retirement System.

Civil Service Requirements: This is a Civil Service Competitive Class position. The employee would be hired on a provisional basis and would be required to pass and be reachable for appointment on the resulting eligible list.

Pre-employment and Random Drug Screening: It is the policy of SMHA to require applicants to take and successfully pass a pre-employment drug test. Employees in this position are subject to random drug testing throughout employment.

Submission Requirements: Applicants must submit a job application and attach a copy of their resume. The application can be downloaded from our website <http://www.smha1.org/News.html> (scroll down to Job Opportunities and click the link to Employment Application). Application and resume may be submitted via mail or email to the following:

Office of Human Resources Coordinator
Schenectady Municipal Housing Authority
375 Broadway
Schenectady, NY 12305
jobs@smha1.org

Submission Deadline: Friday, February 6, 2026.

The Schenectady Municipal Housing Authority is an Equal Opportunity Employer