



Submit resumes to:

COTS
Attn: Human Resources
2211 E. Jefferson Ave
Suite 400
Detroit, MI 48207
Fax: 313-831-4787
Email: jmaples@cotsdetroit.org

Title: Rent Analyst
Reports to: Accounting Director
Department: Accounting (110)
Classification: Non-Exempt

JOB SUMMARY

Under general supervision, position is responsible for taking immediate and appropriate action to ensure current account balances for all COTS' residential program participants. The Rent Analyst is also responsible for following through with the landlord/tenant legal process up to and including eviction.

ESSENTIAL FUNCTIONS

1. Calculate program participant's monthly rental rate using income information collected from Program Staff upon move-in, annual recertification and any interim changes
2. Collect, verify and record rent payments from program participants
3. Input monthly rental charges and payments into the QuickBooks accounts receivable program
4. Provide program participants with rent payment receipts
5. Complete shelter verification forms from DHS, landlords or other client funding sources
6. Reconcile individual account balances on a monthly basis
7. File and maintain individual client records with account history including intake and discharge forms, notices filed, etc.
8. Provide individual Program Staff with monthly status report of all program participants (e.g. current and pending notices, status of eviction, etc.)
9. Reconcile the QuickBooks accounts receivable balance to the Monthly Rent Charges spreadsheet
10. Monitor payment agreements set up by the Program Directors
11. Process and serve eviction notices as requested by the Program Directors
12. Assist in the month end process
13. Prepares audit schedules as needed

MINIMUM QUALIFICATIONS

- Associates degree in Accounting or business related field or 4 years property management experience
- Collections experience preferred
- Automated accounting and EDP experience
- Microsoft Office and QuickBooks experience required
- Excellent oral and written communication skills
- Excellent computer skills
- Approved police clearance
- Approved alcohol/drug screen
- Approved criminal background check



COTS helps homeless people help themselves

26 Peterboro, Detroit, MI 48201-2757 • Phone 313-831-3777 • www.cotsdetroit.org

