

POSTING #762

EXTERNAL/INTERNAL POSTING

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EMPLOYMENT OPPORTUNITY

AKRON METROPOLITAN HOUSING AUTHORITY

100 West Cedar Street

Akron, OH 44307

February 3, 2016

Job Title: Certification/Application Specialist
Location: Wilbeth/Arlington
Available: Immediately

Table with 4 columns: NEW HIRE RATE, BASE RATE, SENIORITY 10 YEARS RATE, SENIORITY 20 YEARS RATE. Values: \$16.49, \$17.25, \$17.71, \$18.18

GENERAL PURPOSE

Complete annual and interim recertifications, public housing and tax-credit paperwork, applications and other office duties.

DUTIES & RESPONSIBILITIES

- 60% Conduct annual and interim recertifications within established time frames. Prepare rent changes. Schedule move-in and move-outs. Prepare tax credit documentation. Provide quality customer service to clients.
20% Prepare and process applications for residency. Complete forms to update information as needed from previous landlords. Check for possible balances from previous tenancy.
10% Perform bookkeeping and miscellaneous office work, such as verify and file information, print daily reports, enter charges and adjustments into MLS, type letters, fax documents, etc.
10% Miscellaneous
- Process damage claims
- Answer telephone and attend to any issues
- Maintain work orders
- All other secretarial duties
- Processes collections and accounts receivables
- Types collection letters
- Assists with maintenance and housekeeping scheduling.

MINIMUM QUALIFICATIONS

High school diploma (or equivalent) plus a minimum of one year clerical, data entry and/or bookkeeping experience. Good math skills; skilled on 10-key calculator, computer and office equipment. Previous experience with federal or state eligibility certifications preferred. Tax credit public housing program certification preferred; however, if not certified in these areas, certification must be obtained within one year from date of hire. Must possess a valid Ohio driver's license and be insurable under AMHA policy.

"This is a Section 3 Covered Position and we encourage HUD Recipients to apply"

TO APPLY

Internal applicants respond by completing an internal form (AMHA-364) to the Human Resources Department by 4:30 p.m., February 9, 2016. External applicants submit resume or job application to AMHA, Human Resources Department, 100 W. Cedar St., Akron, OH 44307; e-mail in WordPerfect, Microsoft Word, or Microsoft Works format to personnel@akronhousing.org in person Monday through Friday from 9:00 a.m. to 3:00 p.m. AMHA job line (330) 252-9262.