

## **MaxHousing Housing Coordinator position description**

The **Housing Coordinator** administers the entire process of tenancy at the Vistas Apartment Communities through move-ins and move-outs, conducting tenant certifications, and processing rent, all while ensuring compliance with subsidized housing regulations. They also have a bookkeeping function including processing and entering invoices as well as printing and sending checks. This position assists in preparation for audits and reviews, stays up to date on regulations, and helps maintain good tenant relations. People with disabilities are encouraged to apply. They work as a team with management, administrative, and facilities staff to facilitate the mission: we advance accessibility, independence, and inclusion in homes and communities.

### **Core Job Responsibilities**

#### **Compliance**

- Process and submit all required tenant certifications, funding submissions, special claims, and government reports. Ensure that tenant files, forms, policies, and procedures are in compliance with government regulations and MaxHousing standards.
- Prepare for the annual Management and Occupancy Reviews (MOR) and other reviews and audits. Stay up to date on relevant rules and regulations.
- Obtain and/or maintain appropriate certifications such as Certified Occupancy Specialist

#### **Finance and Bookkeeping**

- Administer rent collection including collecting, posting, and depositing rent checks
- Perform the Accounts Payable function including processing and entering approved invoices and printing and sending checks

#### **Admissions**

- Administer the admissions process including move-ins and move-outs while following appropriate HUD and Fair Housing regulations
- Assist with application processing, interviews, unit offers, and waiting list management

#### **Tenant Relations**

- Foster and maintain good relations between MaxHousing and its tenants while working with other staff in dealing with tenant issues
- Administer tenant guest and absence policies, pet, parking, and other policies

#### **Other Job Responsibilities**

- Serve as a point of contact for phone calls and walk-ins
- Other duties as assigned.

#### **Qualifications\***

- Organized, disciplined self-starter with ability to multi-task efficiently and effectively
- Knowledge of subsidized housing compliance preferred
- Strong financial and bookkeeping skills
- Experience with property management preferred
- Proficient in MS Office.
- Able to quickly learn specialized accounting and compliance software
- Ability to work with diverse people
- Bachelor's degree or minimum of four year's work in an administrative/office setting
- Driver's License and reliable transportation to get to all MaxHousing properties

**Send cover letter and resume to: [maxhousingoh@gmail.com](mailto:maxhousingoh@gmail.com) Put H.C. in subject line**

EOE

\*NOTE: The individual must possess these skills and abilities or, using some other combination of skills and abilities, be able to explain and/or demonstrate that he/she can perform the essential responsibilities of the job with or without reasonable accommodations.