

## Housing Authority of City of Milwaukee

### CLASS SPECIFICATION TITLE: Senior Housing Assistant – Rental Accounting Specialist

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
B	2	2	Non-Exempt	Section 8	Program Manager

**CLASS SUMMARY:**

This position is responsible for performing technical and support tasks related to housing programs. Tasks require comprehensive knowledge of housing program operations, requirements, rules, and regulations. Responsibilities may include preparing correspondence; processing documents; providing assistance to residents; and performing standard support tasks.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1.	Processes and reconciles bi-monthly rent roll including utility payments utilizing computer spreadsheets, databases, and specialized housing industry software.
2.	Updates information and processes payments for homeownership and portability tenants.
3.	Coordinate EFT-Electronic payments processing: Collects and maintains landlords W-9 forms and Electronic Funds Transfer (EFT) data.
4.	Assist in the maintenance of 50058's in the computer's software, updating data for submission of 50058" and edit/troubleshoot 50058 problems and errors received from PIC
5.	Performs other duties of a similar nature or level.

**TRAINING AND EXPERIENCE** (positions in this class typically require):

Associate's degree in related field; 1-3 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING REQUIREMENTS** (positions in this class typically require):

Licensing Requirements:

- None

**KNOWLEDGE** (position requirements at entry):

Knowledge of:

- Customer service principles;
- Housing programs;
- Standard mathematical concepts;
- Methods of preparing correspondence;
- Federal, state, and local laws, rules, and regulations;
- Computers and related software.

**Independent Judgment/Decision Making/Problem Solving:**

Performs tasks and duties under general supervision, using established procedures and some innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

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### **SKILLS** (position requirements at entry):

Skill in:

- Providing customer service;
- Performing calculations;
- Preparing correspondence;
- Performing lease up tasks;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, and others sufficient to exchange or convey information and to receive work direction.

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

### **SIGNATURES:**

\_\_\_\_\_  
**EMPLOYEE**

\_\_\_\_\_  
**SUPERVISOR**