



Job Announcement

Posted: June 11, 2018

Property Management Specialist (PT)

Job Title & Code:	Property Management Specialist (Non-Exempt)
Job Hours:	Part Time – 20 hours per week (Saturday – Friday)
Salary:	\$14.25 - \$16.25 DOE
Benefits Offered:	Vacation, Sick, and Holidays

Position Summary

Working independently, this position performs the property management duties and responsibilities for ACCESS owned and managed properties in accordance with the organizations' policies, applicable laws, and state/federal guidelines. Including, scheduling and coordinating tenant/client services to provide a supportive community environment for each apartment complex.

Position Duties & Responsibilities

- Assist and maintain strong Landlord/Tenant relations.
- Property management duties and tenant services activities. Including but not limited to tenant eligibility, lease-up, recertification's, maintain wait list, collect rents, and tenant lease policy enforcement in accordance with Federal/State laws, funding regulations, and ACCESS policies.
- Maintain and reconcile tenant/property ledgers, and process final accountings in accordance with Federal/State laws, working closely with the Finance Department to ensure accuracy and timeliness.
- Compile, analyze, and report accurate information in a timely manner as needed for various funding sources. Input information into established database.
- Work with Operations Department to coordinate and schedule property repairs, inspections, etc. for the apartment complexes owned and managed by ACCESS.
- Coordinate with other Departments and/or Agencies to provide referrals for programs/services in the community to ensure maximum service to clients.
- Accurately process invoices and create check vouchers for payment as they are received.

Position Requirements

- Belief in ACCESS' mission to help people help themselves.
- At least 1-year property management or similar experience.
- Ability to maintain confidentiality and work effectively with others.
- Ability to maintain sustained concentration with attention to detail.
- Excellent record keeping and organizational skills.
- Excellent oral and written communication skills.
- Excellent computer skills, including thorough knowledge of Microsoft Office.
- Valid Oregon driver's license with record that is acceptable under ACCESS' insurance policies.

Apply by Submitting Application, Cover Letter, & Resume To

ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504

OR Email jzomerdyk@accesshelps.org

Visit www.accesshelps.org for more information