



## Job Announcement

Posted: September 11, 2018

### *Property Management Specialist*

ACCESS is a team of Superheroes that make a difference in the community every day.

If you are a dedicated hardworking person interested in helping build your community then ACCESS is the place for you.

<b>Job Title:</b>	Property Management Specialist
<b>Job Hours:</b>	Part Time (20 hours per week)
<b>Salary:</b>	\$14.25 - \$16.25 DOE
<b>Benefits Offered:</b>	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

#### **Position Summary**

The Property Management Specialist position performs property management duties and responsibilities for ACCESS owned and managed properties. Responsibilities include scheduling and coordinating tenant/client services to provide a supportive community environment for each apartment complex. All duties are performed in accordance with the organizations' policies, applicable laws, and state/federal guidelines.

#### **Primary Duties & Responsibilities**

- 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.

#### **Primary Requirements**

- Belief in ACCESS' mission to help people help themselves.
- At least 1-year property management or similar experience.
- Ability to maintain confidentiality, work independently and effectively with others.
- Excellent record keeping and organizational skills.
- Excellent oral and written communication skills.
- Ability to maintain sustained concentration with attention to detail.
- 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 Sending Application, Cover Letter & Resume To**

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

OR Email [jzomerdyk@accesshelps.org](mailto:jzomerdyk@accesshelps.org)

Visit [www.accesshelps.org](http://www.accesshelps.org) for more information