



ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89th Avenue NE • Suite 345 • Blaine, MN 55434
Phone 763-783-4747 • FAX 763-783-4700 • Website: www.accap.org

JOB DESCRIPTION

Position Title: Housing Compliance Technician

FLSA: Non-Exempt

Class Title: Program Coordinator II

Range: 4

Reports to: Housing Director

Position Requirements:

Education and Experience: Associate's degree (A.A.) or equivalent in Accounting from a two (2) year college or technical school; one (1) to three (3) years related experience; or equivalent combination of education and experience; or demonstrated capability to perform the job duties. Minimum of two years with compliance monitoring of tax credit, HOME, Section 8 and PRAC units. A minimum of one year leasing. Experience with YARDI, PORT and TRACS submission is highly preferred.

Licenses Required: Valid Driver's License.

Certifications Required: Training in Low Income Housing Tax Credit Program preferred.

Background Investigation Required: MN Bureau of Criminal Apprehension.

Knowledge: Basic to complex arithmetic concepts and applications; word processing and spreadsheet software. Knowledge of fair housing laws, compliance monitoring of tax credit, HOME, Section 8 and PRAC units.

Abilities: Perform basic to complex data management and reporting functions; maintain confidentiality; establish and maintain good working relations with staff and ACCAP rental residents; communicate effectively on an oral and written basis; organize and prioritize workload; maintain property management; and ability to work independently and in multiple locations with the flexibility of hours as needed.

Skills: Dealing professionally with employees and the public including remaining calm in high stress and multi-tasking roles; use of computer and other office machines.

Duties and Responsibilities:

Keeps ACCAP rental units occupied with person/families who are in compliance with the terms of their leases by: marketing available units; screening applications to approve/reject would-be tenants; executing leases which may include Section 8 and Tax Credit documents. Must be able to travel throughout Anoka County showing and visiting properties both occupied and vacant, including officing out of several locations. Work with housing department on MOR reviews and HUD REAC inspections. May complete property inspections for the purposes of establishing move-in condition, determining tenant abuse of property, and recommending improvements to property. Communicates with tenants, tenant representatives, social service and community organizations, maintenance staff, and on-site caretakers. Data entry into YARDI (or other housing department software system) and CIS. Performs other related duties as assigned.

Essential Job Functions:

Normal office procedures, able to lift and carry 30 pounds safely, sitting in a chair, standing, or walking for extended periods of time, repetitive body movement including bending, crouching, kneeling, reaching, pulling, pushing, twisting, and turning, and utilizing arms, hands, and fingers on phone system, and keyboarding, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees. Must be able to enter client's home, climb stairs and could come in contact with cigarette/cigar smoke and a variety of pets. Must have reliable transportation and ability to walk around properties/stairs in inclement weather. Must have a valid driver's license.

Posting Date: August 12, 2020

Location: Blaine, MN

Closing Date: Until Filled

Supervisor: B. Sopp

Status: Permanent/FT

Starting Salary: \$16.29 – 17.92 DOQ

Benefits: Medical, Dental, Vision, Life, Disability, HSA, Vacation, Sick, Holiday, 403B, Section 125

To receive an employment application, go to www.accap.org.