Employment Opportunity Posting

PAHMA Member: Reformed Presbyterian Home

The Upper Rooms, Inc.

Position: HUD Community Manager and Accounts Payable

Position Available: 7/30/2020

Location: Pittsburgh, PA

Job Description: The HUD Community Manager is directly responsible for the daily operation and care of the Upper Rooms, Inc.

The HUD Community Manager will manage the Upper Rooms building and grounds, overseeing its maintenance and appearance. Maintains regular office hours and deals with resident issues. In addition, this position is responsible for maintaining the Accounts Payable system, and for performing general accounting work for Reformed Presbyterian Home.

Duties: Ability to maintain the Accounts Payable system, and for performing general accounting work for Reformed Presbyterian Home. Responsible for recertification's, move ins, move outs, HAP billing, and maintaining tenant files. Ability to provide outstanding leadership, maintain professionalism when dealing with difficult situations with staff, residents and customers and demonstrate a commitment to high ethical and moral standards. Ability to read, analyze and interpret and create as needed general business correspondence and periodicals, financial reports and statements, technical procedures, operational strategic plans, or governmental regulations.

Ability to respond to common inquires or complaints from residents, families, regulatory agencies, or members of the business community.

Ability to utilize communication tools such as Microsoft Word, PowerPoint, Excel and email.

Ability to work with minimal supervision, work independently.

Qualifications: Certified HUD Occupancy Specialist or comparable designation, accounts payable: 2 years (Preferred)

Salary:

Benefits: 401(k), Dental Insurance, Health Insurance, Paid Time Off, Referral Program, Tuition Reimbursement, Vision Insurance

Apply: Email: Please send resumes and cover letters to rdinkelmeyer@rphome.org

Please call 412-321-4139 x 2106 for any questions relating to this position.