

**Title:** Housing Management Coordinator

**Job Type:** Non-Exempt  Exempt

**Division:** Housing Management

**Job Grade:** 4

**Reports to:** Director of Housing Management

### **Job Purpose**

The Housing Management Coordinator assists the Housing Management Department in completing their goals. The person completes administrative duties for the Department and works on letters and reports utilizing WORD and EXCEL skills. This person also works on numerous special assignments for the Director of Housing Management.

### **Essential Functions**

1. Maintain a log for quarterly operating reports. Provide the Manager of Financial Operations and Financial Analysts with a summary of delinquent reports. Prepare a letter to management agents as directed by the Financial Analysts.
2. Perform divisional administrative duties including opening and distributing the mail, typing, copying, filing and any other administrative duties required by the Director of Housing Management and/or Manager of Financial Operations.
3. Handle the establishment, release, and renewal of portfolio property's letters of credit.
4. Maintain and follow up on the outstanding project fact sheet log.
5. Input changes to the AS400 system from the housing management representative's development data report as well as any changes from the tax credit and supportive services staff.
6. Enter and update changes to the AS400 financial operations system.
7. Prepare and send mass emails as directed by the Director of Housing Management or the Manager of Financial Operations.
8. Prepare and maintain excel spreadsheets recording the PennHOMES HOME, TCAP, Exchange, HRA/Keystone Communities, Capital Magnet Funds, CCRP, DCRP, and residual receipts funds collected on a yearly basis. Prepare year-end reports as required by the Director of Housing Management.
9. Assist the financial analysts in the collection of outstanding items.

10. Assist the Director of Housing Management, Manager of Financial Operations, and Financial Analysts in the preparation of spreadsheets and letters.
11. Coordinate mass mailings and emails as directed by the Director of Housing Management.
12. Research and generate reports for special projects as requested by the Director of Housing.
13. Work on special projects for the division as assigned by the Director of Housing Management.

### Job Requirements

**Education:** High school degree with excellent command of English, grammar and spelling.

### Knowledge/Skills

1. Computer proficiency in Microsoft Office programs, e.g., Excel, Word, and PowerPoint.  
Ability to type 50 words per minute.  
Good communication and interpersonal skills  
Ability to multi-task  
Ability to work independently

### Travel

None       Light       Frequent       Other:

### Working Conditions

Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA, and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.

Must be able to talk, listen and speak clearly on the telephone.

This position is located in Harrisburg and works from PHFA's Harrisburg office.

PHFA has a hybrid work environment. Specific remote and in-office work schedules will be determined by the direct supervisor.

**Physical Demands:**  Lifting/Carrying    Walking    Sitting    Standing    Other

Ability to climb a step stool and file from a height of 2 feet off the ground.