



**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY  
HUMAN RESOURCES DIVISION**

**Position Open: October 9, 2019  
Position Closing Date: Until Filled**

## **Job Announcement**

### **Position: Leasing Assistant Salary Range: \$38,515 - \$50,072 annually, plus benefits**

Come join our team as a Leasing Assistant in our Affordable Housing Department. In this role, you will perform a variety of financial and administrative duties supporting the property manager, as well as data entry under the supervision of the Property Manager or Senior Leasing Assistant. Leasing assistants are responsible for providing administrative support, customer service, clerical expertise, general accounting and leasing duties of an affordable housing property.

***MDHA offers competitive salaries and an amazing retirement program.  
Our Mission is to create affordable housing opportunities, support neighborhoods, strengthen communities  
and help build a greater Nashville.***

### **REQUIRED EDUCATION AND EXPERIENCE**

Two years of college education plus one (1) year of experience in property management, leasing or apartment rental experience. Candidates with accreditation earned in foreign institutes are encouraged to apply.

### **ESSENTIAL FUNCTIONS**

- Assists in the admission process for residency at property site;
- prepares and maintains complete resident files;
- accurately charge and post rent payments and other charges and process daily bank report;
- calculates rent, late fees and other charges and posts to residents' accounts;
- answers telephone calls and handles residents' complaints and requests in a courteous manner;
- prepares invoices and receipts to tenants;
- performs back-up duties to property manager in their absence, and communicates with property manager;
- assists with tenant move-in and move-out;
- prepares fiscal and management reports;
- assists property manager in scheduling inspections, make-ready processes and resident interviews;
- assists property manager in procurement purchases and vendor information; orders office supplies and maintains office spending budget;
- efficient and timely processing of all required administrative forms, reports and related information;
- maintains a professional appearance and attitude;
- assists Property Manager in collection of delinquent rents;

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the principles and practices of affordable housing and federal, state and local laws and regulations governing housing operations;
- ability to establish working relationships with property managers, service partners and low income residents;
- detail oriented and ability to handle multiple tasks;
- ability to work in a fast paced team centered work environment

### **DESIRABLE QUALIFICATIONS**

- Yardi and Microsoft software experience
- Knowledge and experience in HUD and Affordable Housing programs
- Knowledge and experience in Low Income Housing Tax Credit (LIHTC)
- Prior leasing or property management experience
- Customer service, accounting, and administrative support experience

### **LICENSE REQUIRED**

Valid Tennessee Driver's License

**THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.**

All applicants will be required to submit an application at [www.Nashville-MDHA.org](http://www.Nashville-MDHA.org). Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

**701 South Sixth Street  
Nashville, Tennessee  
37202**

**Contact - (615) 252-8550  
[www.Nashville-MDHA.org](http://www.Nashville-MDHA.org)  
TDD#252-8599**

**To request a reasonable accommodation or assistance with language interpretation  
Contact: 252-8550**