



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

**Position Open: February 22, 2022
Position Closing Date: Until Filled**

Job Announcement

**Position: Leasing Assistant
Salary Range: \$41,204 Based on experience**

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 from an accredited college or university plus one (1) year of experience in property management, leasing or apartment rental experience.

ESSENTIAL FUNCTIONS

- prepares and maintains complete resident files;
- interviews and assists residents in the leasing and reexamination process;
- 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;
- gives out information on rental policies and procedures in person and over the telephone;
- check and balance residents' accounts and performs other bookkeeping procedures;
- develops full knowledge of application information, screening process and policies regarding rental of apartments;
- prepares leases and related admissions records;
- explains lease and other MDHA policies and procedures;
- assists with annual and interim reexaminations;
- prepares fiscal and management reports;
- performs clerical duties;
- 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;
- other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principals and practices of public housing and federal, state and local laws and regulations governing housing operations;
- knowledge of general accounting, budgeting and procurement policies and practices;
- ability to make good decisions;
- ability to maintain courteous communications with residents, applicants and the general public; ability to establish working relationships with property managers, service partners and low income residents;
- ability to perform general clerical duties; detail oriented and ability to handle multiple tasks;
- willingness, mental and physical ability to perform the duties involved in this classification.
- Ability to perform work with or without an accommodation that requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.

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.

Apply at 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
TDD#252-8599

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