

# HOT JOBS

## Housing Authority Rental Coord.\*Monticello Housing Authority\*Monticello, NY

**Overview:** Monticello Housing Authority is seeking Rental Coordinator. This position requires the incumbent to perform activities relative to the Housing Choice Voucher and Low Income Public Housing Programs. This includes, but is not limited to, accepting applications for the program, managing the waiting list, determining eligibility of applicants, executing rental lease agreements Section 8 vouchers, performing annual interim recertification's, collection of rents, managing tenant accounts receivable, recording work orders and scheduling maintenance to perform repair work in a municipal housing authority. The position will involve bookkeeping duties including maintaining financial records relating to housing authority rental activities and preparing monthly reports. Work is performed under supervision of the Executive Director of the Housing Authority.

**Schedule:** M-F 8-4pm **Salary:** \$17 hourly

**Desired Skills:**

- Computer- Microsoft, Excel
- Strong Typing skills
- Good communication skills

**Requirements:**

- Must be able to pass civil service exam
- GED/HS Diploma + Equivalent 2yrs experience or education

**Apply:**

[Rnatale@MonticelloHA.org](mailto:Rnatale@MonticelloHA.org)