

MARION HOUSING AUTHORITY
JOB DESCRIPTION

Job Title: Receptionist
Department: Housing Management/Accounting
Reports To: CFO
FLSA Status: Part Time/Hourly/Non-Exempt
Pay Scale: \$7.25/Hour - \$10.00/Hour

Scope and Purpose

The employee occupying this position will provide support services to the administrative operation of the Housing Authority as a whole. Assigned duties and responsibilities will vary from one department to another. This person must have good communication skills and feel at ease in meeting the public and directing them to the proper staff member.

Duties and Responsibilities

- Maintain cash drawer, will count beginning and end of day and sign control sheet;
- Open mail log rent payments received through the mail;
- Distribute mail to staff;
- Assist with application and recertification preliminary paper work;
- Post office closures, other information as necessary;
- Updating voice response system as necessary;
- Order office supplies, obtain furniture quotes, purchase kitchen supplies, break room supplies;
- Organize and maintain office supply room;
- Answer main switchboard and direct phone calls to appropriate staff member;
- Provide reimbursements from petty cash drawer with proper documentation;
- Greet visitors;
- Open and secure office at closing, turn off equipment/lights throughout facility;
- Collection of rents, security deposits, and charges from tenants and posting to proper account in receivable system;
- Back up for the nightly deposit;
- Take work orders and notify appropriate maintenance staff;
- Light typing of documents and reports as requested;
- Manage postage machine and supplies.
- Other duties as assigned

Supervising Personnel:

- No supervisory responsibilities required for this position.

Working Hours:

- This position is a maximum of twenty nine hours a week and the hours will be set to the benefit of the Agency.

Skill Requirements

- Knowledge of Agency’s policies and procedures, particularly as they pertain to Housing.
- Knowledge of Department of Housing and Urban Development (“HUD”) and regulations that apply to property management.
- Knowledge of basic office practices, procedures, and equipment including the ability to use basic office equipment such as telephone, fax, copier and computer.
- Knowledge of basic software such as Word and Excel.
- Knowledge of other agencies that provide assistance and services to residents, including some knowledge of eligibility requirements.
- Knowledge of mathematics sufficient to perform calculations required for summarizing rent collections and making deposits.
- Ability to read and interpret policies and guidelines in order to make sound decisions.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications for this Position

- Minimum of a high school diploma or equivalent and minimum of 2-year’s experience in an accounting-related field or position;
- Administrative, organizational and communication skills;
- Willing to work until the job is complete;
- Average computer literacy skills, typing and filing skills and good command of speaking and writing the English language
- Ability to work with staff members, clients and the general public;
- Ability to keep sensitive information confidential;
- Ability to use the computer generated accounting system;
- Ability to define problems, collect data, establish facts and draw valid conclusions or seek assistance;
- Must have no felony convictions and possess a valid Indiana driver’s license and reliable transportation;
- While performing the duties of this, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to stand and sit. The employee is occasionally

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required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus;

- The employee generally performs their responsibilities in an office environment. However, occasionally the employee may be exposed to mechanical parts, outside weather conditions, fumes and storage facilities. The noise level in the work environment is usually moderate.

NOTE: This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification.

Received and Reviewed by:

Name: _____

Date: _____

Created 08/2014