
TANDEM PROPERTIES, INC.

Basic Job Description

JOB TITLE: **COMPLIANCE ADMINISTRATOR / ASSISTANT
RESIDENTIAL MANAGER**

Job Summary: Ensures that all subsidized housing matters relating to applicants, tenants, renewing tenants and departing tenants are in compliance with the regulatory agency requirements
Responsible for rent collections, works with the Residential Manager to assist and oversee the day –to –day operations of the property as needed

Classification: Full-time, non-exempt, regular

Reports to: Residential Manager

Supervises: In the absence of the Residential Manager, assists in supervision of all site employees

ESSENTIAL DUTIES:

- Reviewing Applicants:
 - keep current on eligibility requirements in subsidized housing program
 - determine eligibility of applicants
 - maintain accurate wait list of applicants
 - prepare reports as needed
 - fill vacant units with qualified applicants, after certifying them – process all necessary paperwork being completed, interviews tenants, compiling applicable documentation, third party verifications
- Re-Certifying Tenants:
 - annually or as needed, verify continued eligibility of tenants, including all necessary paperwork being completed, interviews tenants, compiling applicable documentation, third party verifications
- Audit Tenant Files:
 - audit tenant files for compliance with all program requirements
 - ensure current lease and income verification documentation
 - ensure current rent consistent with tenant qualifications
- Research Activities:
 - review announcements and publications from HUD to ensure compliance

- Rent Collections:
 - assist with timely rent collections and notices on computerized system
 - assist with the preparation, service and follow-up of all current and delinquent rent notices required for apartment units and storage units
 - prepare bank deposits

- Miscellaneous
 - perform other duties as may be required

REQUIREMENTS:

1. Education: College degree

2. Experience: 1-2 years work experience
Property Management experience is a plus

3. Competencies:
 - Must be able to multi-task and be highly organized
 - Must have good oral and written communication skills
 - Must have good interpersonal skills
 - Must be a team player
 - Must have computer proficiency with Microsoft Office and YARDI

Physical Job Description

Job Title:	
Typical Working Conditions: (Describe environment including exposure to heat, cold, fumes, chemicals, allergens, mold, etc.)	<ul style="list-style-type: none">▪ Air-conditioned office▪ Apartment complex grounds
Equipment Used: (List all manual and automated equipment used in the course of performing essential functions.)	<ul style="list-style-type: none">▪ computer▪ telephone▪ copy machine▪ fax machine
Essential Physical Tasks: (List all physical tasks encountered in performing essential functions.)	<ul style="list-style-type: none">▪ climbing stairs▪ lifting small/medium objects (especially with events)▪ working extended hours during audits

Analysis of Physical Demands

Key (Based on typical week):

N=Never

R=Rarely (Less than 1 hour per week)

O=Occasional (1%-33% of time)

F=Frequent (34%-66% of time)

C=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<i>Lifting/Carrying</i>						<i>Twisting/Turning</i>					
Under 10 lbs			x			Reach over shoulder			x		
11-20 lbs		x				Reach over head			x		
21-50 lbs		x				Reach outward			x		
51-100 lbs	x					Climb			x		
Over 100 lbs	x					Crawl		x			
						Kneel		x			
<i>Pushing/Pulling</i>						<i>Squat</i>					
Under 10 lbs				x		Sit				x	
11-20 lbs			x			Walk-Normal Surfaces				x	
21-50 lbs			x			Walk-Uneven Surfaces		x			
51-100 lbs	x					Walk-Slippery Surfaces		x			
Over 100 lbs	x					Stand				x	
						Bend		x			
<i>Driving</i>											
Automatic Trans				x							
Standard Trans	x										
<i>Other</i>											
Keyboard/Ten Key				x							
Fingering (fine dexterity)			x								
Handling (grasping, holding)				x							
Repetitive Motion - Hands				x							
Repetitive Motion - Feet		x									