

Employment Opportunity with the State of Minnesota

Date Posted: 1/19/2012 Closing Date: 1/25/2012

Job Classification: HOUSING FINANCE PARAPROFESSIONAL SENIOR

Hiring Agency: Housing Finance Agency

Location: St. Paul

Salary Range: \$ 18.09 - \$ 25.46 hourly, \$ 37,772 - \$ 53,160 annually

Posting Number: 12HFA000001

Work Shift: Day Shift

Travel Required: no

Days of Work: Monday-Friday , 8:00 am-4:30 pm

Employment Condition: Permanent, Full-time

Job Duties: The following are job duties with the Paraprofessional Senior position:

1. Assist with processing Section 8 rent increase and payment of property taxes and insurance on a housing portfolio of approximately 300 properties.
2. Maintain accurate housing data for Housing Management Officers.
3. Review property, operating and management reports for accuracy.
4. Process Low Income Rental Classification (LIRC) applications.
5. Assist in preparing HUD Risk Share Mortgage Insurance applications and annual compliance reports.
6. Assist in gathering market information for the assigned region.
7. Assist the Housing Development Officers with records/file management and retention.
8. Assist the Housing Management Officer with reviewing annual audits; compiling watchlist reports and loan reserve balances.
9. Process data privacy requests.

Minimum Qualifications: KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

2 year associate degree and/or 2 years accounting/finance experience with a bank, mortgage company, or title company or any combination thereof.

2 years operating budget/financial analysis experience.

English (speaking and/or writing and/or reading orally) sufficient to explain transactions and procedures, rules, and regulations so that others understand and are provided with clear, accurate direction.

Knowledge of software packages sufficient to maintain and manipulate program and/or housing data.

Word Processing and Database Management -use non-standard or advanced software features as a research tool and as a multiple database to prepare standard housing reports.

Customer Service Skills (phone, in person) Adapt to different personalities and work styles. Develop trust and cooperation with customers so that long-term relationships are maintained.

Ability to adjust tasks or goals quickly when unforeseen circumstances occur.

Preferred
Qualifications:

Bachelor's Degree and/or 4 years experience in accounting/finance.

Specialized Terminology (e.g., housing coding/terminology) - knowledge of housing programs sufficient to serve as a technical assistant resource and/or program assistant; basic understanding of laws and regulations governing specialized programs sufficient to advise staff on program guidelines.

Ability to provide basic assistance to Housing Management Officers who are analyzing property operating performance and compliance with funding sources.

Certification in the following would be preferred for this position:

CPM – Certified Property Manager

COM – Certified Resident Manager

IREM courses-Institute of Real Estate Management

How to Apply:

To apply for this position, you may visit <http://www.careers.state.mn.us/> and refer to posting number 12HFA000001 or please send your resume to Employment.applications@state.mn.us You may also check out our job postings at www.mnhousing.gov

Contact for more
info:

Patrick Wenum, 651-215-5976 patrick.wenum@state.mn.us

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282-2699 (TTY).