

**PROPERTY ADMINISTRATOR**

Brackett Village / Cincinnati, Ohio

Send Resume to [john.nelson@nelsonasc.com](mailto:john.nelson@nelsonasc.com)

**DUTIES**

- Collect rents and prepare related computer output
- Prepare OHFA Annual Reports
- Prepare end of the month reports and distribution
- Handle telephone efficiently and courteously
- Schedule Move-Ins/ move-Out: interviews, process all documents needed for Application Process (90 days prior to scheduled move-ins/ re-certifications –Home units) and necessary documents for compliance of Tax Credit Program
- Maintain waiting list on One site software program
- Distribute/e-mail all reports to Home Office in timely manner
- Take Maintenance request and prepare work order and follow through,
- Other duties as assigned by District Manager/Site Manager

**QUALIFICATIONS**

Must have at least one to two years' experience in Tax Credit Program, certification of OHFA training, etc.

Minimum High School Graduate or GED. Basic computer literacy, preferably with knowledge of Word, Window 10, Excel, Microsoft Power Point, Team Player. At least 1-2 years experience in property management. Certified Tax Credit Specialist (TCS) or ability to attain this designation



within two-three years of employment. Possess excellent communication skills: both written and verbal. Employee must be bondable.

**“This institution is an equal opportunity provider, and employer”**