

## HOUSING FINANCE PARA-PROFESSIONAL

### KIND OF WORK

Entry level work executing detailed technical activities that support the development, implementation and ongoing financial success of affordable housing programs including form processing and spreadsheet activities and responding to questions from grantees.

### NATURE AND PURPOSE

Under limited supervision assists in specific technical activities associated with housing finance programs.

### THE HOUSING FINANCE PARA PROFESSIONAL DIFFERS FROM JOBS IN THE OAS SERIES IN THAT:

The Para professional job requires knowledge of housing programs. Job duties are specific to housing programs and not general administrative duties.

### EXAMPLES OF WORK

(A position may not include all the work examples given, nor does the list include all that may be assigned)

- Reviews housing documents and checks files for completeness and accuracy.
- Enters data onto spreadsheets and inputs housing data into various systems.
- Provides information to general public and Agency clients on details of Agency housing program and funding sources.
- Assists in inspections of physical plants and/or office procedures of properties to ensure compliance with Agency program guidelines.
- Works with Agency accounting and administrative staff to expedite the flow of communications, forms, and financial information between the Agency and lending institutions. Reviews all documents before disbursement.
- Enters financial information on disbursement databases.
- Creates databases from a variety of sources.
- Reports minutes in technical meetings.
- Provides basic program guidelines to local public and private organizations participating in the delivery of Agency-funded housing programs.
- Reviews financial analysis forms and other supportive data to ensure completeness and accuracy.
- Assists in the compilation of survey data and may conduct surveys.
- Maintains accurate data regarding available housing funding, current program participation, and/or reimbursement criteria.

- Reviews housing program eligibility applications and supporting data to ensure program criteria are met. Corresponds with appropriate entities to effect required changes.
- Processes requests for rental subsidy assistance payments.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

AA degree or equivalent experience. Housing experience highly desirable.

Knowledge of:

- Ability to learn laws and regulations governing specialized programs sufficient to advise customers on program guidelines.
- Strong knowledge of MS Office
- Strong knowledge of databases
- Ability to read financial data and identify inconsistencies.
- Math and accounting principles sufficient to explain and interpret financial/accounting concepts to others.

Ability to:

- Explain transactions and procedures, rules, and regulations so that others understand and are provided with clear, accurate direction.
- Use non-standard or advanced software features as a research tool and as a multiple database to prepare standard reports.
- Good problem solving skills.
- Strong communications and interpersonal skills.

Est.: 1/77  
Rev.: 3/03, 4/13  
Ckd.: 11/92, 3/03

T.C.: 03/11/03  
Former Title(s): Housing Program Technician

