



Affordable Housing
Connections



Your premier affordable
housing compliance agency
since 1989

*We deliver monitoring and
consulting services to
governmental organizations,
property owners and
managers; and education to
individuals who aspire to
leadership in the affordable
housing industry. Our aim is
to protect the investment
of private equity and tax
dollars and to ensure
continued quality
affordable rental housing.*



400 Selby Avenue, Suite B
Saint Paul, MN 55102
Office: 651-222-8319
Fax: 651-222-3755
www.ahcinc.net

Affordable Housing Connections (AHC) is growing and hiring. We are a mission-focused, client-centered nonprofit organization looking for a person to fill an **Office Manager** position. This person will join a team of other experienced professionals to provide program and administrative support to an 11-person office team.

Desired Qualifications

- Proven experience as an office manager, office administrator, or relevant role
- At least two years post-secondary school degree or equivalent
- Basic understanding of accounting and accounting software
- Ability to work effectively in a team
- Ability to work on multiple projects and meet deadlines
- Personal initiative, good communication, and excellent organization
- Working knowledge of basic office equipment such as word processor, printer, copy machine, fax machine, and postage meter
- Expert with Microsoft Excel
- Expert understanding of IT, troubleshooting, and ability to troubleshoot technological issues
- Proficient with Microsoft Word, PowerPoint, and Outlook
- Basic understanding of Microsoft Access
- Attention to detail
- Ability to maintain workload with multiple interruptions and shifting priorities
- Strong written communication skills
- Able to lift at least 20 pounds
- Current driver's license and ability to use own insured vehicle on occasion (company vehicle is not provided): mileage reimbursed at prevailing IRS rate
- Best-Qualified candidates will have previous experience in the affordable housing industry and general working knowledge of and familiarity with the forms and reporting requirements of programs such as Section 8, Section 42, HOME etc.

Duties of Office Manager

- Coordinate all office activities and operations to secure efficiency and compliance to company policies. All clerical duties.
- Manage phone calls and correspondence (e-mail, letters, packages, etc.)
- Greet and Direct Visitors
- High-Level Accounting Support
- High-Level Technical Support
- Administer control system for office supplies and equipment, including purchase, pickup, and delivery. Coordinate the repairs, maintenance, and upgrade of office equipment
- Manage and maintain several program databases and information systems.
- Manage and update Company Website.
- Copy, mail, and file documents.



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- Update e-mail database. Retrieve and forward e-mail to the appropriate staff from the general e-mail address.
- Maintain compliance files in prescribed order. NOTE: Files may be subject to oversight audit by governmental regulatory agencies.
- Provide administrative support for training related activities
- Process checks & maintain monthly account of Company purchases.
- Monitor deadlines and prepare files for yearly UPCS inspections.
- Maintain accurate contact information for company vendors and benefits suppliers.
- Assist in the design of training presentation materials.

Controls over work: Position reports to the Program Operations Manager. Employee is expected to follow the highest professional and ethical standards, including confidentiality provisions of the Minnesota Data Practices Act. Criminal Background check and Kari Koskinen manager background check required as a condition of employment.

Hourly DOQ, Full-Time

Competitive benefits and growth opportunity

Submit cover letter, resume and application to jessica@ahcinc.net. Resumes and applications will not be accepted via any other method.

OPEN UNTIL FILLED