



Metro Vancouver – Join us in our commitment to provide services and solutions to one of the world’s most livable regions. We deliver service excellence in the areas of regional growth planning, air quality, water, liquid and solid waste management, regional parks, affordable housing, and community engagement to over 2.4 million residents. We invite you to bring your skills, passion, and expertise to help us in our commitment to sustain and enhance our region’s livability. We offer competitive salaries; excellent benefit packages; a municipal pension plan; employee wellness programs; and varied opportunities for professional growth and development. Our Housing Department is currently seeking a:

Clerk – Regional Housing

Full-Time Temporary

(This position to last not later than March 1, 2019)

DUTIES:

Receives, checks and processes a variety of material related to new tenancies and tenant terminations, such as applications, agreements, forms, documents, deposits and other data to ensure for accuracy and completeness.

Processes applications for housing subsidies from new and existing M.V.H.C. tenants; monitors status of subsidies and checks that funding is available; analyzes financial data of applicants to determine eligibility for assistance and calculates subsidy amount; prepares reports to superior summarizing findings and recommending granting, changing or denial of subsidy and informs applicants of outcome.

Reconciles subsidy budget data with figures from other sources; follows-up on discrepancies and initiates corrections; provides regular reports to a superior on status of funding.

Calculates and processes security deposit releases and deductions, prepares cheque requisitions, ensures refunds are processed within prescribed time limits, and deals with enquiries related thereto from ex-tenants with tact and authority.

Checks all rental receipts against tenancy master lists, separates and forwards receipts by projects and queries site office regarding status of units with unpaid rents.

Calculates rental percentage increases, initiates follow-up on N.S.F. cheques; prepares reports showing arrears, vacancies and terminations for a superior; codes, checks and balances petty cash payments and expenditures and mileage reports; and processes miscellaneous invoices and accounts.

Provides information and assistance to staff, tenants and the public; establishes and maintains effective working relationships with a variety of internal and external contacts.

Operates a computer terminal to record and receive clerical information and data; types a variety of agreements, forms, statements, reports and letters using word processing equipment; establishes and maintains files and records related to the work.

Performs related work as required.

REQUIREMENTS:

Completion of the 12th school grade including or supplemented by commercial courses, plus sound property management clerical experience or an equivalent combination of training and experience.

Considerable knowledge of the rules, regulations, policies, procedures, acts and agreements as such relate to the work performed.

Sound knowledge of modern business office practices and of business English, spelling, arithmetic and punctuation.

Sound knowledge of the functions and operations of the property management section of the department.

Sound knowledge of provincial and federal housing program guidelines and of the financial assistance available through various social programs as such relate to the work performed.

Ability to deal tactfully and effectively with tenants, prospective tenants and other external contacts; and supply information and assistance in response to enquiries and requests concerning applicable operations, policies, rules and regulations.

Ability to establish and maintain effective working relationships with internal and external contacts.

Ability to exercise considerable independent action and judgement in making decisions in accordance with current rules, practices, policies and regulations.

Skill in the use of common office appliances.

Valid Driver's License for the Province of British Columbia.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by March 5, 2018.

While we greatly appreciate all the replies we receive, regretfully only those selected for an interview will be contacted.