Data Entry Clerk

Provide data entry for the Asset Management Services Department with primary responsibility to the DMS system but will also work with the Authority's various computer programs. Data entry will include initial record setup, record entry, and revisions as appropriate. While initial training will be provided, will be expected to learn all relevant aspects of the Data Management System (DSM). Responsibilities also include compilation and analysis of existing data or documents for transfer or input into DMS. Note – DMS is a dynamic database solution that encompasses detailed information on IHDA-funded properties (from a multitude of funding sources including but not limited to Low Income Housing Tax Credit (LIHTC), Home Investment Partnerships Program (HOME), Housing Trust Fund (HTF), etc.) with active compliance periods being monitored by Asset Management.

Education and Experience Requirements:

High school diploma or GED equivalent required; prior office and administrative experience preferred; adequate word processing and spreadsheet skills; ability to communicate effectively. Typing in the area of 60 wpm. Familiar with affordable housing financed developments and/or asset management preferred.

Candidates will be tested for typing speed during the interview process.

Excellent benefits package, including 401 (k); immediate vesting.

To apply submit resume and salary to: https://home2.eease.adp.com/recruit/?id=19209682

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