

Data and Reporting Specialist

DuPage Housing Authority
Wheaton, IL

Apply: careers@dupagehousing.org

Full-time

FLSA: Nonexempt

Position Description:

This position will assist the department's daily use and maintenance of data contained in the management system (currently YARDI), HUD system, Will provide IT help desk support and in-house software including MS Office Suite.

Essential Duties and Responsibilities:

- Assist the organization's daily use and management of data contained in YARDI.
- Actively participate in the establishment and adherence of standards and best practices for the maintenance of information in the management system (YARDI.)
- Assist in the development of reports necessary to manage the integrity of data maintained in the property management system (YARDI.)
- Assist in the day-to-day operations, assistance with strategic planning and decision-making necessary to maintain data in the management system (YARDI.)
- Assist with periodic validation of information maintained in both the management system and HUD's PIC system.
- Make sure all system databases are up to date.
- Assist in providing ongoing assessment of the accuracy of all systems.
- Assist with solutions and best practices to maintain valid data in PIC and YARDI.
- Actively engage with departments in coordinating training for staff, vendors in addition to making sure that the proper access and acknowledgement forms are submitted and approved for all users.
- Assist in periodic validation of information maintained in both the DHA | KHA management system, and HUD's EIV system.
- Ensure that the proper EIV forms are submitted and approved for all users.
- Provide weekly EIV reports to Program Managers for correction.
- Investigate and respond to various communications as they relate to project initiatives.
- Assist in the development and maintenance of a web-based database for budgets, interim reporting, and asset other information.
- Outline project requirements, set priorities, timeframes, agendas and specifications to ensure compliance with project requirements.
- Attend various meetings to address project status.
- Assist in communicating and maintain cooperative working relationships with internal DHA | KHA departments and outside stakeholders and counterparts.
- Assist in the development of timely, accurate and comprehensive reports/summaries as required to document project activities: including, but limited to, develop trend analysis, quarterly and annual reports pertaining to Section Eight Management Assessment program ("SEMAP ") and develop and support monthly Program Management performance reviews.
- Additional assignments as assigned.



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Job Qualifications:

This position requires 3 or more years of experience in a related field. Bachelor's degree in a related field preferred, or the equivalent combination of education and related work experience. Must have a high degree of competency in Microsoft Office products.

A working knowledge of DHA | KHA policies and procedures is preferred, advanced knowledge of analytical techniques, including the application of different evaluation strategies and design of data collection instruments and comprehensive knowledge of the various components of the management system (Yardi), and knowledge of how to generate queries and reports to support oversight of program management.

The successful candidate will possess a good working knowledge of federal, state, and local government requirements, and must demonstrate effective verbal and written communication skills.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 10 pounds at a time

Pay Range:

\$30.77 to \$33.34 per hour

Benefits:

Medical, Dental, Vision, Life Insurance, 401(a) & 457(b) Retirement Plans

DuPage Housing Authority is an Equal opportunity Employer (EOE).