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AshburnHousing.org   

The Housing Authority of the City of Ashburn is soliciting applications for highly motivated and qualified candidates for the position of Housing Manager/Tenant Services Coordinator. The successful candidate must have a pleasant personality when dealing with tenants and perspective applicants. The duties of the position are but not limited to include management of family housing program by managing housing applications for admission, to verify information to determine eligibility and manage waiting lists. Other duties include reexaminations, inspections, rent calculations, general tenant accounting, making work orders for the maintenance dept., completing required HUD forms. Collect rent and other charges, affidavits for court summons, being familiar with HUD's programs, policies and procedures, prepare bank deposits, maintain tenant accounts receivable records and prepare daily and monthly reports. Also, being familiar with Scott Accounting computer programs would be helpful. The successful candidate must have a high school diploma or GED and at least two (2) years of office management, bookkeeping or related public housing field. Applications can be mailed, emailed or brought to the office of the Ashburn Housing Authority. My email is [rogerjonesaha@gmail.com](mailto:rogerjonesaha@gmail.com).