

Recertification Specialist

Department: Property Management
Reports to: Compliance Manager
FLSA Status: Non-Exempt

Position Summary: This position is responsible for coordinating and monitoring annual recertifications and waitlist management across the portfolio, in accordance to all rules and regulations set forth by the Department of Housing and Urban Development, the California Tax Credit Allocation Committee, all investors, other regulatory agencies, SAHA and its affiliates. This position is also responsible for general compliance duties such as completing property file audits, enforcing policies and procedures, and serving as a resource to property staff regarding compliance.

Primary Duties & Responsibilities include but are not limited to the following:

Recertification & Waitlist

- Monitors annual and interim recertifications and coordinates with site staff to ensure timely and accurate completion.
- Reviews and approves annual and interim recertifications.
- Provides regular recertification training to site staff.
- Conducts internal on-site file audits, and maintains a system for tracking timelines.
- Assists site staff to prepare for inspections, specifically around the occupancy requirements.
- Monitors waitlist management and coordinates with site staff to ensure timely and accurate annual waitlist updates.
- Monitors waitlist statuses to determine the need to open or close waitlists. Coordinates with site staff to determine waitlist openings and closings.
- Coordinates and conducts marketing activities in accordance with fair housing regulations and LEP guidance, including updating marketing flyers and applications.
- Provides regular waitlist management training.
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General Compliance

- Enforces compliance of rules and regulations with staff and applicants.
- Reviews and approves new move-in files for accuracy and compliance with rent, utility allowances, income limitations, and all other regulatory requirements, partnership agreements and other program requirements involved.
- Provides support during leasing of new and rehabbed properties, which includes but is not limited to: marketing, reporting, certifying applicants, conducting open houses, lease signings and inspections.
- Provides leasing support and training to site staff to ensure on-going vacancies are leased effectively and efficiently.
- Serves as a resource to staff for questions about compliance and procedures.
- Recommends changes to compliance policies and procedures, and coordinates policy and procedure roll out under the guidance of the Compliance Manager.
- Performs administrative duties including data entry into property management software.
- Performs special projects as assigned by supervisor or department management.

Requirements/Qualifications

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's degree preferred.
- Experience working in an affordable housing provider and/or management company preferred.
- Must be highly skilled in MS Office (Particularly Excel, Word and Outlook).
- Proficiency in Yardi is preferred.

Certificates, Licenses & Registrations:

- Fair Housing Certification or attainment within one year.
- Current Certified Occupancy Specialist (COS) and Tax Credit Specialist (TCS), or attainment of such within one year of hire.
- Valid CA Driver's License required, along with proof of insurance (DMV check will be required). Reliable means of transportation also required as this position will have to transport documents and files from one location to another.

Abilities and Attributes:

- Ability to manage multiple projects simultaneously in a timely manner with minimal supervision.
- Must work independently and exercise strong leadership skills.
- Must be highly detail-oriented and accurate.
- Must have strong organizational skills.
- Must be able to receive and follow-through on verbal information/instructions over the phone, via e-mail, and in person.
- Must be pro-active in identifying and proposing solutions with the ability to exercise sound judgment in all matters.
- Ability to conduct research, coordinate multiple projects, solve problems, prepare/update supporting documentation and maintain records.
- Ability to work under pressure and successfully meet deadlines.
- Must have excellent decision-making, interpersonal and time management skills.
- Ability to handle shifting and multiple priorities in a fast paced, growth environment.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Excellent communication skills, written and oral.
- Ability to work collaboratively with different levels of management and government agencies.
- Must be able and willing to travel to all company locations to carry out duties and responsibilities associated with compliance and occupancy issues.
- Ability to interact with individuals of diverse economic, social, and ethnic backgrounds.
- Ability to work harmoniously in a multi-cultural team.

Supervisory Responsibilities:

- None

Mathematical Skills:

- Must be able to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Able to analyze and review financial data.
- Must be highly accurate in all mathematical computations.

Physical Demands:

- Position requires simple grasping and fine manipulation, sitting at a desk and using a computer for extended periods of time, moderate use of telephone, standing, walking, bending and reaching.
- Requires occasional lifting or moving of objects up to 15 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Approximately 40% of the position involves travel (driving) throughout the Bay Area.

Work Environment:

- Normal office environment, business casual attire.
- Frequent travel throughout the Bay Area is necessary. Exposures to fumes, dust, and other environmental elements may occur.

This job description is not inclusive of all responsibilities, skills, requirements, efforts or working conditions associated with this position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to modify the position or to require that other or different tasks be performed when circumstances change. This job description replaces all previous descriptions for this position.

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