



JOB DESCRIPTION

Job Title: Recertification Specialist **Department:** Compliance Department
Reports To: Senior Manager of Compliance **Job Type:** Full-time/Non-Exempt
Salary Range: \$30.30 – \$33.33/hour DOE

SUMMARY:

The role of the Recertification Specialist is to support the Compliance Department to ensure that market and affordable properties are in full compliance with all regulatory and company policies. The Recertification Specialist works a 35-hour workweek, Monday through Friday, 9:00 a.m. to 5:00 p.m., which will require travel between developments. The Recertification Specialist reports directly to the Senior Manager of Compliance. Evening and weekend work may be required as job duties demand.

ESSENTIAL FUNCTIONS:

1. Assist in preparing files for investor submission.
2. Complete and submit annual certifications for review and approval by the Senior Manager of Compliance.
3. Enter and update information in the designated tracker(s) and software(s).
4. Work closely with the on-site property management and CED team on non-compliant annual certifications.
5. Schedule recertification appointments with residents and send out reminders.
6. Ensure all required documents are completed 45 days prior to effective date.
7. Notify the Senior Manager of Compliance in a timely manner of any problems and recommend referrals to legal.
8. Assist the Waitlist Team in conducting initial certification interviews.
9. Provide support to the Senior Manager of Compliance as needed.
10. Perform other related duties and participate in special projects as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

- Ability to handle caseloads of at least 400 files.
- Demonstrable knowledge of Connecticut tenant/landlord law and HUD regulations related to occupancy management.
- Demonstrable knowledge of Low-Income Housing Tax Credit, Low-Income Public Housing, Housing Choice Voucher, and Rental Assistance Demonstration regulations and documentation.
- Ability to maintain a working knowledge of ACOP and implement requirements.
- Demonstrable knowledge of Smart Sheets and/or Excel.



- Proficient knowledge of Elite/Yardi or similar real estate financial management systems.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Ability to maintain effective working relationships.
- Ability to work well under pressure and meet tight deadlines.
- Meticulous attention to detail.
- Ability to accurately follow instructions.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical Demands: This position requires the ability to travel regularly between assigned developments, which may include driving, walking, or standing/sitting for extended periods. While performing the duties of this job, the employee is frequently required to communicate with individuals from diverse backgrounds, which may involve regular use of phones, computers, and other technology. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role.

Work Environment: The work environment is fast-paced and involves frequent interactions with a variety of individuals, including residents, staff, and third-party service providers. The employee may be exposed to different weather conditions when traveling between properties. This position requires the ability to adapt to a dynamic ever-changing environment while maintaining professional composure.

EDUCATION AND EXPERIENCE:

- High School Diploma or Equivalent required and least three (3) years of experience in affordable housing and tax credit compliance preferred.
- Tax Credit Specialist (TCS) certification and C3P LIHTC certification or equivalent required.
- Valid Connecticut driver's license required.