



## **Floating Certification Specialist**

**Title:** Floating Certification Specialist  
**FLSA Status:** Non-exempt  
**Department:** Compliance  
**Reports to:** Director of Affordable Housing  
**Date Revised:** May 4, 2023

### **SUMMARY:**

The Floating Certification Specialist supports the JMC affordable, LIHTC or Sec 8 portfolio's certification needs by completing assigned initial or annual certifications. This position is designed to complete certifications as a support position for communities due to staffing vacancies, assistance in filing vacancies to reduce revenue loss, periods of high recertification volume or a lease-up. The Director of Affordable Housing will assign work as deemed necessary for the businesses' needs and general compliance support.

### **ESSENTIAL DUTIES:**

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

- Schedule initial and annual recertification interviews, as necessary.
- Collect and process resident and applicant documents.
- Ensure proper calculation of income, assets, rent levels, etc.
- Maintain move in and current resident files in accordance with company and regulatory agency policies.
- Work with office staff for proper and timely move-ins to reduce vacancy loss.
- Work with office staff in maintaining the waitlists in accordance with company and regulatory agency policies.
- Schedule is Monday through Friday from 9AM to 5PM.

### **REQUIRED EDUCATION/EXPERIENCE:**

High School Diploma or equivalent education/experience. Proficient in Microsoft Office suite and internet. Demonstrated business communication, customer service and interpersonal skills. Highly organized with careful attention to detail.

Bilingual capability (English/Spanish) is a plus although not required.

**LICENSES/CERTIFICATIONS:**

- Certified Occupancy Specialist.
- LIHTC training will be provided.

**SUPERVISORY DUTIES:**

None.

**WORK ENVIRONMENT:**

Office environment requiring professional business attire.

**PHYSICAL DEMANDS:**

- Push/Pull: Occasional
- Lift/Carry: Up to 20 pounds
- Sit: Up to 60%
- Stand: Up to 30%
- Walk: Up to 30%
- Bend/Stoop: Occasional

**TRAVEL REQUIREMENTS:**

Daily travel to communities is required.

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**ACKNOWLEDGMENT:**

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Monday-Friday 9-5

Hourly rate 25.50 – 28.00

Excellent Benefits- Plus Sign on Bonus!

Travel to various properties based on need is required.

Please forward resumes to : Cathleen Donahue email: cdonahue@jmcandco.com