

Title of Position: Occupancy Specialist

Job Summary:

Seeking Occupancy Specialist to join site management team at 535-unit tax credit/ affordable housing development located in the Mission Hill neighborhood of Boston managed by WinnResidential. The ideal candidate must enjoy working in a fast paced, friendly environment. Must be willing participant, in using teamwork approach in executing position responsibilities and/or assisting colleagues as needed.

Responsibilities:

- Conduct resident certification and recertification interviews and process required paperwork in accordance with federal/state and local regulatory requirements.
- Conduct Applicant interviews, determine eligibility, and ensure accurate calculation of monthly rent.
- Conduct company site compliance reviews.
- Participate in state's tax credit compliance agency's review of tax credit files and address any findings.
- Maintain tax credit files in accordance with company and regulatory agencies' policies.
- Implement new company policies as well as federal/state and local policies and regulations.
- Perform regular audits of site files to ensure compliance
- Process and/or approve all required paperwork for new resident move-ins and move-outs as needed.
- Conduct new resident orientations in tandem with Leasing Consultant, Resident Service Coordinator and Property Manager

Qualifications/Requirements:

- Experience and working knowledge of LIHTC program
- Excellent organizational skills and detail-oriented
- Proficient with Microsoft Office, Excel, Word and Outlook.
- Knowledge of Yardi is a plus.
- Knowledge of Public Housing is a plus
- Bilingual- English/Spanish is a plus

Interested candidates should email their resume to bsundai@winnco.com. Please type **Occupancy Specialist** in the subject line.