

MOUNT HOLYOKE MANAGEMENT, LLC

667 Main Street
Holyoke, MA 01040
Phone (413) 534-0955 Fax (413) 533-2430

Title: Full Time Re-Certification Clerk

Reports to: Property Manager

Job location: 63 Jackson Street, Holyoke, MA 01040

Full time Recertification Clerk needed for busy rental office in Holyoke. Knowledge of HUD procedures preferred, but will provide training. Responsible for processing tenants' certification/recertification, income/assets/deductions. Two years of office experience preferred.

Essential Duties:

- Prepare and supply tenants with required annual certification notice(s) and information packets to update all income, asset, expenses and household composition as required by lease.
- Interview tenants and document family composition, income, assets, deductions and other information as required
- Collect all current and third-party verifications to support information supplied during interview
- Determine eligibility, calculate income allowances, assets and rents.
- Coordinate and prepare annual lease renewals and income certifications
- Other assigned duties essential for daily operations

Salary range: \$40,000 - \$50,000 plus bonus

Candidates must send resumes to: mtholyokemanagement@gmail.com

Benefits:

Health insurance, dental, vision, paid holidays, paid vacation and sick time

Job Requirements:

High school diploma, Associate degree in accounting or work-related experience. Bilingual (English/Spanish) a plus. Drug and background check mandatory. EOE

The description above represents the most significant duties of this position but does not include all the duties of the job. You may be asked by supervisors or managers to perform other instructions and duties. You will be evaluated in part based on your performance of the duties listed above. Management has the right to revise this job description at any time. The description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.



*IT IS ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON ON THE BASIS OF RACE, COLOR, CREED, RELIGION, NATIONAL OR ETHNIC ORIGIN, CITIZENSHIP, ANCESTRY, CLASS, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, DISABILITY, MILITARY/VETERAN STATUS, SOURCE OF INCOME, OR AGE. IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, YOU MAY CALL THE 504 COORDINATOR AT (413) 534-0955.

