Recertification Specialist
Skyview Downtown – Springfield, MA

Overview
Related Affordable is the division of Related Companies that develops, acquires and preserves affordable housing throughout the nation. Affordable housing laid the foundation of Related Companies, and its broad portfolio of award winning affordable and mixed-income developments demonstrate the company’s continuing ability to create affordable housing opportunities in a variety of geographically, economically and socially diverse neighborhoods. Related owns and operates a portfolio of more than 60,000 affordable and workforce housing units.

Responsibilities
Your role with the company:
One of Related's affordable housing apartment complexes located in Springfield, MA is seeking a Recertification Specialist to join their team. This individual needs to have an eye for detail and the ability to operate on a deadline driven schedule. The ideal candidate would possess strong organizational, analytical and problem solving skills.

Daily responsibilities:
- Process initial, annual and interim recertification’s, in addition to retroactive rent-calculations while conforming to HUD regulations and HPD guidelines
- Handle calculations for tenants with complex businesses and provide management with tenant relations
- Calculate rents for annual and interim recertification
- Identifying households with income reporting discrepancies and make rent-adjustments
- Review applicant files and determining Section 8 eligibility
- Follow Section 8 and LIHTC guidelines

Qualifications
Background profile:
- Knowledge of Section 8, LIHTC and HUD
- Ability to handle high call volume from current and prospective residents
- Must have knowledge of HUD/Public Housing/Tax Credit policies and procedures.
- Well written and spoken
- Attention to detail
- Must be capable of overseeing multiple functions simultaneously, with a keen sense of prioritization
- Reliable transportation to the property
- **Bilingual English/Spanish preferred but not required**

Shift is Monday-Friday

Benefits and Features
- Incentive bonus program
- Medical, Dental, Vision, Life, Disability & Flexible Spending Accounts
- Paid Time Off & Paid Holidays
- Matching 401(K)
- Tuition Reimbursement
- & More!
To apply directly, please use the link provided to be directly to our career page application:

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