

LIHTC Property Manager-Brookline Housing Authority, Brookline, MA

The LIHTC Property Manager enforces lease agreements and timely rent payments by residents, ensures all procedures and units are compliant with applicable regulations, and coordinates with Maintenance and Applications staff to complete vacancy turn-over within the acceptable timeframe. Responsible for screening and calculating income for applicants processed and referred by Leased Housing for Tax Credit Program eligibility. Conducts Tax Credit re-certifications for assigned properties. Consults with Leased Housing to ensure the timely completion of all re-certifications.

Required Education and Experience

The successful candidate will be MA-based, possess proof of current tax credit certification, and a minimum of two (2) years of experience in property management. Must have strong computer skills (e.g., MS Word, Excel, PowerPoint, and Outlook), knowledge of LIHTC certifications. Strong familiarity with HUD Secure Systems, DHCD, and affordable housing accounting/compliance software systems a plus. Bachelor's Degree in Business Administration, Public Administration, or related field preferred.

To Apply

Please submit a cover letter detailing your qualifications along with a resume to: sfertig@brooklinehousing.org. No phone calls or letters. Full job description at www.brooklinehousing.org.

The BHA offers a competitive salary and strong benefits package, including state GIC health insurance and a defined-benefit pension. This is a union position.

The BHA is an equal opportunity/affirmative action, Section 3 employer. Females, LGBTQ individuals, minorities, veterans, Section 3 qualifying individuals, and persons with disabilities are strongly encouraged to apply.