

## **Recertification Specialist – Metro West**

The Recertification Specialist works as part of a team under the direction of the Compliance Manager, to perform annual, interim and move in certifications in addition to providing exceptional customer service to our clients. The Recertification Specialist must relate well to people, and exercise good judgment and discretion in dealing with residents, vendors, and co-workers.

### **Responsibilities:**

- Conduct interviews with applicants and help prepare lease agreements for move-ins in accordance with regulatory guidelines.
- Conduct interviews with residents for annual re-certification, complete re-certification related documents, and maintain tracking log for our records.
- Send out documentation to residents for interim and annual recertifications in accordance with regulatory guidelines.
- Review all completed rental applications and leases for accuracy and completeness.
- Exercises common sense, good judgment, consistency and self-control in day-to-day contact with applicants and in other business-related matters.
- Process, complete, and maintain accurate resident files at move-in within established regulatory guidelines.
- Maintains superb relationship with residents, and adheres to Fair Housing Equal Employment and Equal Housing Opportunity requirements
- Utilizes Yardi Software, property management software, or relevant waiting list programs.
- Create and update spreadsheets, fliers, reports and other documents as requested.
- Manage schedules such as setting up appointments and reminders.
- Complete data entry and other assigned projects in a timely and accurate manner.
- Utilize secure systems such as EIV to monitor income discrepancies

### **Requirements:**

- Familiarity with the general management of subsidized housing programs including: LIHTC, section 8, public housing, housing choice voucher.
- Experience in HUD/Affordable Housing is a must.
- Excellent and proven customer skills are an absolute must.
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook.
- Professional demeanor with the ability to adapt to last-minute changes.
- Highly organized with the ability to prioritize to meet deadlines.

**If interested, please forward your resume to [IVinokurov@barkanco.com](mailto:IVinokurov@barkanco.com)**