

ABOUT BHC: Founded in 1983, Broadway Housing Communities (BHC) is committed to addressing the challenges of poverty and homelessness for adults, children, families and communities in Upper Manhattan. BHC has developed six buildings that provide housing and other services for adults, children and families living in deep poverty; operates an award-winning early childhood center; and provides opportunities for tenants and the wider community to engage with the cultural arts. A seventh project was recently completed in the National Historic District of Sugar Hill and includes 124 units of permanent, affordable housing; an early childhood center; and a children's museum of art and storytelling along with other community facilities.

DESCRIPTION: The Housing Specialist reports directly to the Rental Manager. The Housing Specialist is responsible for overseeing annual re-certifications and lease renewals for approximately 200 units across 7 buildings, applying LIHTC, HOME and regulatory requirements where applicable. The Housing Specialist will assist in processing initial application requests, and leasing vacant units. He/she is also responsible for the daily maintenance of the YARDI database in regards to tenant leases, re-certification and subsidy and non-subsidy payments. The housing specialist will ensure all financial data in the system is accurate and up to date.

RESPONSIBILITIES:

- Follow all regulations and guidelines dictating calculation and program requirements.
- Track and report status of all non-subsidized and subsidized tenants.
- Compose personalized document requests with regular follow-up.
- Collect and review incoming documents.
- Calculate income according to LIHTC, HOME and regulatory requirements.
- Create, forward, and track responses on Third Party Verifications.
- Schedule and attend appointments to conduct recertification and lease-renewal, ensuring all necessary forms and documents are signed and filled out correctly.
- Maintain tenant files according to guidelines and update YARDI daily to reflect information in the tenant files.
- Work collaboratively with the Rent Administration team in planning and implementing re-certifications, lease renewals, and database updates to keep all information current.
- Generate reports for Rental Manager upon request.
- Assist with special projects upon request.

OTHER DUTIES AND RESPONSIBILITIES:

- Receive tenant payments.
- Receive, review, and process all tenant and subsidy payments into the system according to established protocol.
 - Review tenant payments against legal case spreadsheet and for errors.
 - Process subsidy updates into system on a weekly and monthly basis.
 - Generate charges and credits.
- Print and review monthly rent bills to ensure accuracy.
- Process new move-ins and vacating tenants into YARDI to ensure all charges are correct.
- Maintain multiple electronic filing systems.
- Compose weekly mailings for returning payments.
- Collaborate with Controller and Accountant to make corrections into system and ensure quality control.

- Work collaboratively with other members of the Rent Administration team to ensure financial database remains up to date.
- Communicate with outside organizations to correct payments.

QUALIFICATIONS/REQUIREMENTS:

- Bi-lingual English/Spanish required.
- Bachelor's Degree Required.
- Knowledge of Microsoft Office Suite.
- Ability to learn specialized programs.
- Ability to learn and apply complex housing program requirements.
- LIHTC Certified or willing to obtain certification.
- Team player.
- Strong organizational skills.
- Experience with low income, culturally diverse families preferred.
- Strong communication (written, verbal and interpersonal) skills.

APPLICATION:

To apply for this position, please email your resume and cover letter with salary requirements to resumes@bhc.org. Applicant review will continue until the position is filled. Please indicate your last name and "**BHC Housing Specialist**" in the subject line. **No phone calls, please** -- we will respond to those candidates whose qualifications are best aligned with the components of this job description.

Salary commensurate with experience. We offer a comprehensive benefits package, including health, dental, 403(b) retirement plan, group life insurance, disability coverage and paid time off.

Broadway Housing Communities is an Equal Opportunity Employer.