

# C+C Apartment Management LLC.

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## **LIHTC Compliance Analyst**

**C&C Apartment Management LLC**, in business since 2004, manages the day to day operations of over 13,000 affordable housing residential dwelling units across nearly 350 multi-family properties throughout the country with the highest concentration of properties located in New York City and the tri-state area. Currently, the C&C portfolio contains market rate, mixed market rate, affordable and full tax credit/affordable properties.

We have an excellent opportunity for a self-starting, organized and experienced **Low Income Housing Tax Credit (LIHTC) Compliance Analyst**. The LIHTC Compliance Analyst will work directly under the Compliance Supervisor. The objective of the role will be to ensure that the investments are maintained by securing continued compliance with LIHTC rules as it pertains to annual recertifications and reporting. The ideal candidate will: be LIHTC certified, an independent worker, show initiative, be detailed-oriented, a good multi-tasker, have excellent customer service skills, have great verbal and written communication skills and maintains a professional demeanor at all times.

### **Areas of Responsibility:**

- Ensure compliance with all LIHTC rules and regulations, HOME, Public Housing, Housing Choice Voucher; and other regulatory compliance as needed.
- Fully prepare and complete annual recertifications for all residents within assigned portfolio, in compliance with LIHTC and/or Section 8 regulations. May include tenant property and/or home visits.
- Submits reports to tax credit syndicators and other funding sources/monitoring agencies as needed.
- Participates in all tax credit reviews by outside entities for properties within assigned portfolio. Correct and submit audit findings precisely and timely.
- Perform additional duties as assigned.

### **Qualifications/Minimum Requirements:**

- Prior LIHTC recertification experience is required.
- Received accredited housing certification preferred: Low Income Housing Tax Credit
- Experience with Yardi, One-Site/Real Page (or other housing software)
- Knowledge of NYC rent stabilization
- Ability to perform in a busy, changing, multi-tasking work environment;
- Excellent written and verbal communication skills
- Good PC, Microsoft Office, Excel & Typing Skills
- Bi-lingual (English & Spanish speaking) a plus but not mandatory

**Years of Relevant Experience Required:**

- One (1) to two (2) years of experience in LIHTC multi-family property management.

Across our residential portfolio, C&C also has extensive portfolio and expertise in marketing and managing retail and parking garages. Some of the retail tenants and parking operators include Urban Food Market, Blink Fitness, Duane Reade, Imperial Parking, Sherman Parking and Central Parking. We currently provide management oversight for over 3,500 total parking spaces, as well as storage and bicycle rooms.

We pride ourselves in providing the owners with a full breadth of management services to improve and enhance a property's revenue, cost control measures, maintenance, financial reporting, and resident relations. C&C is recognized as an industry leader in regards to the management and operation of real estate

C+C offers competitive compensation and benefits and tremendous potential with a growing residential real estate developer/builder organization.

C+C is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Disclaimer: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Please submit a cover letter and salary requirements with your resume to [sgallagher@lmdevpartners.com](mailto:sgallagher@lmdevpartners.com) . Only those applicants under consideration will be contacted. If you are not contacted for this position please accept our thanks for your interest. No phone calls please.**