

C+C Apartment Management LLC.

Compliance Analyst

C+C Apartment Management, a property management firm, has 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, has excellent customer service skills, has 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 and/or Section 8 recertification experience is required.
- Received accredited housing certification preferred: Low Income Housing Tax Credit and/or Certified Occupancy Specialist.
- 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.

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. Only those applicants under consideration will be contacted. If you are not contacted for this position, please accept our sincere thanks and appreciation for your interest. No phone calls please.