

C+C Apartment Management LLC.

HUD/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 **HUD/LIHTC Compliance Analyst**. The HUD/Low Income Housing Tax Credit (LIHTC) Compliance Analyst will work directly under the HUD Compliance Manager. The objective of the role will be to ensure that investments are maintained by securing continued compliance with HUD/LIHTC rules as it pertains to annual recertifications and reporting. The ideal candidate will be HUD & LIHTC certified, an independent worker, takes initiatives, detailed-oriented, a good multi-tasker, has good customer service skills, has great communication skills both verbal and written and maintains a professional demeanor at all times.

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.

Areas of Responsibility:

- Ensure compliance with all Section 8 and LIHTC rules and regulations, HOME, Public Housing, Housing Choice Voucher; and other regulatory compliance as needed.
- Maintain a portfolio of both Section 8 and mixed Section 8/LIHTC sites of over 500 units
- 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 HUD MOR & 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;
- Completely versed in the Enterprise Income Verification system (EIV) including EIV reporting, handling discrepancies, and maintaining EIV binders
- 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/HUD multi-family property management

C+C offers competitive compensation and benefits and tremendous potential with a growing property management company. 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 lvarricchio@ccmanagers.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.