

## **CHN Housing Partners**

### **Certified Occupancy Specialist (COS) Multifamily**

**REPORTS TO:** Property Manager

#### **POSITION SUMMARY**

This position is responsible for completing and interim re-certifications, assist in voucher submissions, prepare project based subsidy and tax credit paper work. This position also provides a variety of clerical/administrative functions in support of the Property Manager.

#### **RESPONSIBILITIES**

- Conduct annual and interim re-certifications within established timeframes
- Prepare rent charges
- Schedule move-in and move-outs; prepare tax credit and form 50059 documentation.
- Assist with monthly voucher submissions
- Prepare and process residency applications
- Perform postings of rent, verify resident's income and file information; maintain work orders, enter charges and adjustments into Onsite-real page database
- Answer phones, attend to any issues; process and post ten (10) and three(3) day notices, assist with maintenance and housekeeping scheduling; fax documents, type letters and other administrative duties as assigned.
- Provide quality customer service to all clients.

#### **QUALIFICATIONS:**

- High school diploma or equivalent
- Four (4) years experience in both processing 50059 for project based housing and tax credit properties
- Must have a COS Certification and LIHTC designation or other related certification(s)
- Knowledge of procedures and policies of residential property management
- Knowledge of landlord/ tenant law, fair housing regulations and bookkeeping procedures
- Excellent computer skills including working knowledge of MC office. Two (2) years experience in Yardi is a plus
- Excellent verbal and written communication skills
- Must have reliable and insured transportation

If you are interested and meet the qualifications for this position please submit your cover letter and resume to Sandra Durda in Hr via email at [sdurda@chnhousingpartners.org](mailto:sdurda@chnhousingpartners.org) or you can apply via the link on our careers page.

**M/F/V/D/EOE**