



https://winterwoodonline.com/?post_type=jobs&p=31682

Recertification Assistant

Description

Winterwood, Inc., Best Places to Work winner seven years in a row, is a growing family-owned property management company with over 40 years of experience in the industry.

We're looking to hire a Recertification Assistant for one of our properties in Louisville, Kentucky.

The Recertification Assistant is responsible for completing all annual recertifications within the 120 day time frame allotted. The Recertification Assistant will be required to complete all duties fully and professionally to ensure that the property remains in compliance with all federal, state and local rules and regulations relating to public housing, tax credit and equal opportunity housing guidelines.

We offer

- Medical, Dental, Vision and Life Insurance
- Short-Term and Long-Term Disability
- 401K
- Paid leave time
- Holiday pay
- Opportunities for advancement, and more!

Requirements

- A high school diploma or GED with housing experience of no less than 1 year, or an equivalent combination of education and experience.
- The Recertification Assistant will preferably have prior Tax Credit and/or public housing training.
- Proficient computer skills required.
- Ability to manage multiple priorities and deadlines.
- Effectively communicates with staff, residents, vendors and other individuals.
- Excellent customer service skills and able to work well in a team environment.

Responsibilities

- Scheduling annual recertification appointments with clients.
- Client processing interviews.
- Verifying income, assets, student status & household composition (along with other various documentation) to determine household eligibility.
- Lease signings upon completion of verifications.
- Submitting files to the corporate compliance department for approval.
- Ensuring that concessions due to clients do not exceed the budgeted amount.
- Home visits for clients that are homebound.
- Completing landlord, food stamp and Section Eight documentation, as

Hiring organization

Winterwood Incorporated

Employment Type

Full-time

Job Location

Louisville, KY

Date posted

June 6, 2022

needed.

- Inputting Section Eight voucher changes.
- Performing Interim processing, as necessary.
- Housing Review assistance (pulling reports & files, meeting with auditors, etc.)
- Answering, returning and making phone calls within 24 business hours (includes checking voicemails).
- Attending staff meetings, LMHA meetings, etc., on a needed basis.
- All staff members should be aware that they could be required to perform duties outside of this description when the need permits (such as times when other staff members are out sick, on vacation, etc.) or during times when the office is too busy for 1 person to accommodate all clients in their assigned department. Staff members may be required to perform duties as the receptionist during intervals at which we do not have adequate coverage.

How to Apply?

If interested in this exciting opportunity and meet the qualifications, please apply today at www.winterwoodonline.com/careers

Winterwood is proud to be an Equal Employment Opportunity