

Affordable Housing and Tax Credit Certification Specialist

Location: Yonkers, New York

Employment Type: Full-Time

Position Summary

The Affordable Housing and Tax Credit Certification Specialist is responsible for ensuring compliance with affordable housing regulations and income eligibility requirements for residents participating in federal, state, and local affordable housing programs. This position manages applicant certifications, annual and interim recertifications, income verifications, file compliance reviews, and reporting requirements for Low-Income Housing Tax Credit (LIHTC), HUD, Project-Based Voucher (PBV), PRAC, NYS HCR, and other affordable housing programs.

The Certification Specialist works closely with property management staff, residents, regulatory agencies, and third-party compliance monitors to maintain accurate records and support successful audits and management reviews.

Essential Duties and Responsibilities

Compliance and Certification Administration

- Process initial certifications for applicants and determine program eligibility.
- Complete annual and interim recertifications in accordance with LIHTC, HUD, PBV, PRAC, and other applicable program requirements.
- Verify household income, assets, expenses, student status, and household composition through third-party documentation.
- Review tenant files to ensure compliance with federal, state, and local affordable housing regulations.
- Maintain accurate records of certifications, recertifications, and supporting documentation.
- Monitor regulatory deadlines and ensure timely completion of all required certifications.

Tax Credit and Affordable Housing Compliance

- Ensure compliance with Low-Income Housing Tax Credit (LIHTC) regulations and agency requirements.
- Maintain program compliance for properties with layered subsidies, including HUD, PBV, ESSHI, and LIHTC programs.
- Assist in preparation for agency audits, compliance reviews, management reviews, and physical inspections.

- Respond to compliance findings and implement corrective actions as necessary.
- Prepare compliance reports and submit required documentation to regulatory agencies and ownership.

Resident and Applicant Relations

- Communicate certification requirements and deadlines to applicants and residents.
- Conduct interviews with applicants and residents regarding income, assets, and household information.
- Provide guidance regarding required documentation and program eligibility requirements.
- Maintain confidentiality of resident information and records.

Recordkeeping and Reporting

- Maintain electronic and paper tenant files in accordance with agency requirements.
- Track certifications and recertifications using property management software and compliance systems.
- Generate reports related to occupancy, certifications, and compliance status.
- Assist site management with occupancy and leasing goals by ensuring timely processing of applicant files.

Qualifications

Education and Experience

- Minimum of 2 years of affordable housing certification or compliance experience preferred.
- Experience working with LIHTC communities and HUD-assisted housing programs strongly preferred.
- Knowledge of NYS HCR, HFA, HUD, PBV, PRAC, and other affordable housing programs preferred.
- Fluency in both English and Spanish (written and verbal) required.

Professional Knowledge

- Strong understanding of affordable housing compliance regulations and eligibility requirements.

- Knowledge of Low-Income Housing Tax Credit (LIHTC) regulations and IRS Section 42 requirements.
- Familiarity with HOTMA regulations and income determination requirements.
- Experience conducting income and asset verifications.
- Ability to interpret complex regulatory requirements and apply them accurately.

Technical Skills

- Experience with property management and compliance software such as Yardi, RealPage OneSite, AppFolio, Boston Post, or similar systems.
- Proficiency with Microsoft Office, including Word, Excel, Outlook, and Teams.
- Strong data-entry and document-management skills.

Skills and Competencies

- Excellent attention to detail and organizational skills.
- Strong verbal and written communication abilities.
- Ability to manage multiple deadlines and priorities.
- Strong customer service and interpersonal skills.
- Ability to maintain accuracy while working in a fast-paced environment.
- High level of professionalism and confidentiality.

Preferred Certifications

- Housing Credit Certified Professional (HCCP)
- Tax Credit Specialist (TCS)
- Certified Occupancy Specialist (COS)
- Specialist in Housing Credit Management (SHCM)
- Any affordable housing compliance certification from a recognized industry organization
- Bilingual English/Spanish strongly preferred.
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Working Conditions

- Primarily office-based in Yonkers, New York.

- Occasional travel to assigned properties, meetings, training sessions, and agency reviews.
- Regular interaction with applicants, residents, regulatory agencies, and property management staff.

Compensation

Suggested Salary Range: \$28 to \$32 per hour, depending on experience, professional certifications, and affordable housing compliance expertise.