**INCOME CERTIFICATION SPECIALIST – EUCLID HALL**

West Side Federation for Senior and Supportive Housing, Inc. (WSFSSH) is a non-profit organization that was formed in 1976 to create housing that would meet the diverse needs of older people and persons living with special needs. Since 1980, WSFSSH has renovated or built 26 buildings comprising close to 2,000 units of housing in Manhattan and the Bronx, serving over 2,000 people.

We are seeking a highly organized, motivated, and meticulous Income Certification Specialist (ICS) for our Euclid Hall location, a supportive SRO (Single Room Occupancy) residence with 273 units in the Upper West Side neighborhood of Manhattan. Reporting directly to Euclid Hall's Building Manager, the ICS is responsible for ensuring that all tenants, upon admission and annually thereafter, meet regulatory requirements with respect to income and asset verification so that they may remain in permanent housing and so that WSFSSH is in compliance with Low Income Housing Tax Credit (LIHTC) in the extended use period, HPD and NYCHA Section 8 subsidy requirements, and equal housing opportunity laws.

**PRIMARY RESPONSIBLITIES:**
- Assist residents (and regularly enlisting the help of their social workers) to help understand issues of income/asset verification and their importance in continuing occupancy;
- Obtain and maintain proper third-party verifications (with the assistance of residents' social workers where applicable) of income/assets, review and package certification, subsidy applications and lease packages for approval as instructed;
- Maintain system for tracking/prioritizing current and accurate income certification requirements, case records, and deadlines in accordance with agency regulations and required timetables set by applicable allocating agencies;
- Secure, assemble and submit to respective housing agencies income/asset documentation for each resident according to all applicable regulations;
- Act as liaison to housing agencies, including heavy interaction with various units at respective agencies (e.g. HPD, NYCHA);
- Reconcile and track payments/subsidies from allocating agencies;
- Assist Euclid Manager with rent collection, initial lease executions, amendments, and lease renewals;
- Secure and track annual contract rent increases, rent registration, and related issues;
- Prepare for/manage annual compliance audits, address subsidy-related violations, and follow-up as needed;
- Maintain thorough and accurate resident files;
- Provide general administrative and office support to Euclid Management as requested.
- Demonstrate flexibility and initiative to work both independently and as part of a team.

**QUALIFICATIONS AND REQUIREMENTS:**
- BA/BS College Degree or equivalent experience.
- Two (2) years of comparable work experience in supportive housing, property management, or a closely related field working with a highly diverse population and/or those with special needs.
- Able to speak, read and write in English and Spanish.
- Detail oriented and organized.
- Working knowledge of Low Income Housing Tax Credits and/or Section 8 subsidy.
- Proficiency in Microsoft Office - including Word, Excel, and Outlook
- Experience with property management software a plus; experience with RealPage OneSite a double plus

**INTERESTED APPLICANTS:**

Send cover letter (indicating salary requirements) and resume by email to: positions@wsfssh.org. Please indicate 'Euclid Hall ICS' in the subject line of your email. For more information about WSFSSH, please visit www.wsfssh.org.

**Keyword examples:**
Income Certification
Certification Specialist
Nonprofit
Nonprofit housing
Nonprofit administration support
NYC housing
New York City housing
Affordable housing
Supportive housing
Senior housing
Special needs housing
Section 8 housing
HPD housing
NYCHA housing
LIHTC housing
LIHTC Post Year 15
LIHTC Extended Use
Tax Credit
Office management
Administrative
Administrative support
Administrative assistant
Project management
Subsidy management
Compliance management
Building management
Property management
Occupancy
Residency