

HK||HallKeen

Job Title: Assistant Property Manager

Location: Steinhorst Square Utica, NY 13501

Hours: Full-time

Job Description:

HallKeen Management has an opening for a full-time Assistant Property Manager to support the daily operations of a 99 unit project-based Section 8, elderly/disabled community in Utica, NY. We are looking for a detail-oriented and dependable professional who is comfortable working in a structured, compliance-driven environment while supporting day-to-day site operations. This role works closely with the Property Manager to maintain occupancy, ensure regulatory compliance, and support resident relations.

Primary Responsibilities:

Include assisting with daily operations, leasing, and processing certifications and recertifications in full compliance with HUD and LIHTC requirements. Duties include, but are not limited to, interim and annual recertifications, maintaining occupancy standards, managing the waiting list, file compliance and audits, responding to resident inquiries, coordinating reasonable accommodation requests, and supporting inspection readiness (MOR, NSPIRE, and state agency reviews).

The position requires strong working knowledge of HUD and LIHTC regulations. The ideal candidate understands the timing and coordination of recertifications across layered subsidy programs and can manage documentation with accuracy and consistency.

Candidates should have a proven background in affordable housing compliance, strong organizational and communication skills, and the ability to work independently while meeting deadlines. Professionalism in resident interactions and internal coordination is essential.

Qualifications:

Minimum of 3 years of property management experience, with direct experience in HUD and LIHTC programs

Strong knowledge of HUD Section 8 regulations and Low-Income Housing Tax Credit (LIHTC) compliance

Familiarity with HUD Handbook 4350.3 requirements

Certified Occupancy Specialist (COS) or similar certification preferred

Proficient in Microsoft Office and property management systems (OneSite preferred)

Education:

Associates Degree and/or equivalent experience in affordable housing or property management

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

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