

## **HALLKEEN MANAGEMENT**

**Job Title:**                    **Recertification Specialist**

**Location:**                    **Summerfield Townhouses  
East Hartford, CT 06118**

**Hours:**                        **Full-time (40 hours)**

### **Job Description:**

HallKeen Management seeks a qualified, motivated and experienced recertification specialist for Summerfield Townhouses, a 396 unit property consisting of Section 8 and Low Income Housing Tax Credit Apartments (LIHTC) in East Hartford, Connecticut. We are looking for a bright, energetic individual who enjoys becoming involved in a team-based supportive atmosphere.

The primary responsibility of this position is to fully prepare initial, annual and interim recertification's for all residents in full compliance with HUD and LIHTC regulations. The ideal candidate should possess impeccable customer service skills, strong communication skills-verbal and written and a professional demeanor at all times. Five years recertification experience or professional certification such as Certified Occupancy Specialist required. Attention to detail and ability to work independently on assignments is necessary. Must be proficient in MS Office, HUD EIV/TRACS and HUD MOR requirements.

Prior HUD and/or LIHTC recertification experience is necessary. Ideal candidate would be bilingual (Spanish/English), have working knowledge of the Section 8 and Low Income Housing Tax Credit Apartments (LIHTC), HUD policies and procedures as listed in the HUD 4350.

Minimum of Associates Degree and/or applicable work experience with working knowledge of HUD programs.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to 860-568-9108 or [pmurray@hallkeen.com](mailto:pmurray@hallkeen.com)