

Occupancy Specialist

Who We Are: McCormack Baron Management, Inc., recognizes that successful management of any community requires a management strategy that acknowledges the unique challenges facing the neighborhood and its residents. Our staff understands the complexities of managing mixed-income housing, possesses the technical expertise to handle multi-layered compliance issues, and offers the personal touch needed to work with residents of diverse backgrounds. We manage our developments to market rate standards, and work with residents and the larger community to address the non-housing needs and issues that exist in the community. Finally, we are committed to affirmative action and to performing equal opportunity outreach to ensure that people from all walks of life have the opportunity to live in our communities.

Our Vision: We work for a future when all people live in sustainable, opportunity-rich communities.

Responsibilities:

- Assist the Site Manager with the ongoing leasing and administrative functions of the property
- Verification of the certification for all resident files; all program related activities are in compliance with the rules and regulations of all federal regulations, local public housing, and tax credit guidelines
- Verify income eligibility and preferences of applicants, accurately compute family income
- Assistance with tax credit evaluations, initial certifications, as well as recertifications
- Prepare contracts, lease agreements, income changes, interim reviews, housing assistance payment adjustments, and/or withholding
- Process rent payments, work orders and purchase
- Assist in the day-to-day administration of the low-income housing

Qualifications:

- High School diploma/GED and two years' experience in property management
- Computer proficient, flexible and able to assist with all aspects of leasing and day-to-day property functions
- Ability to perform accurate mathematical computations
- Experience in the field of low-income housing highly desired
- Clear communication in a positive manner with the applicants and residents
- Exceptional organizational, oral, and written communications skills
- Computer proficiency with Microsoft Office, including Word, Excel, and Outlook
- Must have ability to problem solve and resolve applicant and resident issues
- Yardi experience preferred

Additional Details:

Effective September 7, 2021, as a condition of employment, all employees must be immunized by vaccination against COVID-19 unless granted a medical or religious exemption. This policy is designed to protect the health of those within our community and to serve as a public health measure for those within the broader community. The COVID-19 vaccines currently available in the United States are highly

effective at decreasing the likelihood of contracting COVID-19, preventing serious illness in vaccinated individuals who contract COVID-19, and mitigating the spread of the disease.

Current employees will be required to provide proof of full vaccination by November 19, 2021. Employees who join the Company after November 19, 2021, will be required to provide proof of full vaccination within 30 days of their start date. A similar process will be followed for approved booster shots, as they may be recommended by the CDC.

McCormack Baron is an equal employment opportunity employer. McCormack Baron is committed to diversity, equity, and inclusion throughout its business.