

Occupancy Specialist

[APPLY](#)

POAH Communities is currently seeking a qualified individual to serve as an **Occupancy Specialist at The Asberry in Washington, DC**. The Asberry, located at 1200 Sumner Road SE, will have 108 affordable homes for seniors, and is the first on-site building for the Barry Farm Redevelopment Project. It will contain 108 rental units, 5,096 square feet of retail space, along with many resident amenities.

The Occupancy Specialist will assist with property management tasks, including HUD Section 8 and LIHTC certifications. Other responsibilities include but are not limited to the following activities:

- Oversee regulatory requirements of each property's funding sources.
- Manage administrative tasks such as: collecting rents, processing move-ins / move-outs in the Yardi System.
- Assure all vendors follow company policy and that they are complying with Federal, State and Local guidelines.
- Comply with work orders through the Yardi software system at each site.
- Demonstrates knowledge, skills and ability necessary to understand the tasks and processes associated with the public housing occupancy cycle.
- Implement procedures including maintaining waitlists, evaluating eligibility and income, calculating rents and utility allowances.
- Facilitate residents' interviewing and screening process.
- Understand the lease and grievance procedures.

Requirements:

- 2 years' experience in property management
- Knowledge of HUD rules and regulations
- Knowledge of Low Income Housing Tax Credit regulations
- Self-motivated individual with ability to work independently
- Strong customer service and communication skills
- Strong problem solving skills
- Accurate and detail-oriented
- Enthusiasm and desire to join a management team dedicated to transforming communities and providing affordable, quality housing.
- Experience with YARDI software

BENEFITS AT POAH COMMUNITIES

At POAH Communities, we prioritize the well-being of our employees and their families. We're committed to offering a comprehensive range of rewards and benefits tailored to your diverse needs. Our package includes:

- An Extensive Benefits Package Including PPO Medical, Vision, and Dental Insurance

- Generous Time Off: 15 Days of PTO and 2 days of Personal Time in the First Year Plus 11 Paid Holidays
- Competitive 401(k) Matching, up to 4% of pay
- Wellness Program
- Flexible Spending Accounts for Medical, Dependent Care, Transit and Parking
- Tuition Reimbursement Program
- Employee Referral Incentive Program
- 12 Weeks of Paid Parental Leave
- Bereavement Leave
- Jury and Witness Duty Leave
- Company-Provided Life and Accidental Death & Dismemberment Insurance

Our salary structure is competitive and reflects individual experience. POAH Communities embraces equal opportunity employment and values workforce diversity. For additional details, please visit our website at www.poahcommunities.com/careers.

ABOUT US

POAH Communities is a mission-driven organization dedicated to building and improving communities. Beyond providing safe, comfortable, and affordable homes, we believe that well-managed housing can empower residents and serve as a platform for their success.

POAH Communities specializes in the professional management of affordable multifamily housing and currently manages over 13,000 affordable housing apartments in Connecticut, Florida, Illinois, Maryland, Massachusetts, Michigan, Missouri, New Hampshire, Ohio, Rhode Island, and Washington, DC. POAH Communities has over 500 employees and is part of the Preservation of Affordable Housing, Inc. ("POAH") family.