



Subsidy Review Associate

The Affordable Housing Societies, BC's largest not-for-profit affordable housing provider, is seeking a Subsidy Review Associate. At Affordable Housing Societies, we're dedicated to "Making People's Lives Better" — for our tenants, their families, and our employees. Join an exceptional group of diverse, caring, and passionate individuals who are inspired to make a difference.

The Subsidy Review Associate is responsible for accurate rent contributions and subsidies by reviewing tenant incomes, conducting annual or as-needed income assessments, and maintaining compliance with housing regulations. Additionally, this role provides administrative support, including reception duties, general office operations, and team coverage.

In this role, you will:

- Review tenant incomes to determine appropriate rent contributions and subsidies.
- Perform annual or as-needed income reviews for subsidized tenants to verify continued eligibility and adjust rent contributions accordingly.
- Send timely income verification requests and follow up on responses.
- Work closely with tenants to clarify requirements and assist in the submission of accurate information.
- Calculate tenant rent contributions and subsidies, prepare and issue notifications to tenants regarding any changes.
- Update tenant files and ensure timely data entry into the required systems.
- Maintain detailed and up-to-date tenant records
- Identify and report any discrepancies or potential concerns in tenant income reporting.
- Provide administrative and accounting support as needed, including reception duties, answering phones, greeting clients, handling mail and couriers, managing inquiries about the Housing Registry List, and assisting with general office operations.
- Provide coverage for team members during absences.

You have two years of related experience such as housing administration, finance, customer service, or social services. Experience working with rent subsidies, income verification, or housing programs, along with knowledge of affordable housing regulations and subsidy programs, is an asset.

You have strong numerical skills to accurately perform rent and subsidy calculations and assess financial documents, while handling confidential information with discretion. Your attention to detail ensures accuracy in data entry, record-keeping, and spotting income discrepancies. You also have excellent communication, relationship-building, and computer skills, including housing management systems, MS Office and SharePoint.

This is an in-office role, and you will be working from our Surrey head office location.

We provide a competitive salary and vacation time, along with a comprehensive total compensation package that includes employer-paid health, dental, and wellness benefits, employer-paid GRSP (Group Registered Savings Plan) contributions, excellent work-life balance, and additional perks like staff education and professional development.

While we appreciate all applicants, only those selected for an interview will be contacted.

Affordable Housing Societies is committed to being an equal opportunity employer and values diversity in the workplace. We provide accommodation upon request for candidates participating in all aspects of the selection process. Employment decisions are based on qualifications, merit, and business needs.