

Compliance Clerk - Boston-based.

Trinity Management, LLC is in need of a Compliance Clerk, who will be responsible for reporting and monitoring the compliance requirements for our managed communities. The Compliance Clerk will be working directly with the onsite staff to ensure communities meet their compliance requirements for LIHTC, Section 8, and HOME Housing Programs.

Position duties include, but are not limited to:

- Review applications and determine eligibility for the affordable housing program for the specific communities within our portfolio;
- Field incoming inquiries from site staff with questions directly related to income and asset eligibility, EIV, and community-specific compliance requirements;
- Conduct community visits to review resident files and implement standardization of pending and recertification files;
- Review initial resident files to ensure compliance requirements are met;
- Complete annual/quarterly/monthly compliance reports as required;
- Attend affordable and LIHTC audits performed by state and regulatory agencies; and
- Maintain personal knowledge base through continuing compliance education opportunities.

Our ideal candidate must be compliance-focused, flexible, and able to organize their daily work volume well. She/he must be analytical and have a high sense of investigative curiosity. We prefer at least three years of experience demonstrating the ability to review, comprehend and administer affordable housing programs (including financial eligibility determinations). Candidates are required to hold, at minimum, one of the following credentials: Certification of Occupancy Specialist (HUD), Housing Credit Professional, or Specialist in Affordable Housing Management. Additional Fair Housing or other related Affordable Housing training or certifications are also preferred. Experience with Yardi software is a plus.

Send resume to Linda Cribben, [lcribben@trinitymanagementcompany.com](mailto:lcribben@trinitymanagementcompany.com)