

Senior Compliance Specialist

Maloney Properties – Voted “Best Place to Work” by our employees for 10 years!

Join our hard-working motivated team! Our reputation for customer service and quality workmanship is the best in the industry.

About Us:

Established in 1981, Maloney Properties, Inc. (MPI) is a successful women-owned business. Our services include property management, real estate development, hospitality management, sales/marketing, and construction management services. We manage more than 100 housing communities with more than 10,000 units throughout the New England area.

We attribute our success to the effective working partnerships we have created with both clients and staff. MPI has developed a unique culture and work environment that is a significant factor in our success and enables us to attract and retain the best talent and finest professionals in the industry. As a result, MPI has a high employee retention rate with an average employee tenure of more than 10 years.

We are a company with a human focus and feel passionately and genuinely that our employees are our greatest asset. We are dedicated to teamwork, staff development and training. We have created a community within our company; we set clear goals and work together to achieve them. Maloney Properties is an Equal Opportunity Employer.

Your Responsibilities:

The Senior Compliance Specialist will provide extensive monitoring, enforcement, and support to ensure program and regulatory compliance. This position is responsible for affordable housing compliance duties such as completing file audits, assistance with lease-ups and/or acquisitions, enforcement of policies and procedures, completion of special projects, and serving as a resource to property staff regarding compliance. The Senior Compliance Specialist will be offered a hybrid schedule with some travel required to properties in the Greater Boston area.

Your Qualifications:

The following minimum qualifications will be required for consideration.

- 5 or more years of affordable housing compliance experience.
- Experience with HUD Multifamily Programs (Section 8, 202/811, etc.), Low Income Housing Tax Credit (LIHTC), HOME, Executive Office of Housing and Livable Communities (EOHLC) Bond Programs, MassHousing Workforce Housing and MA Ch. 40B.
- Certifications such as HUD Occupancy (NAHMA CPO and/or NCHM COS) and/or Tax Credit (Spectrum C3P, NAHMA SHCM and/or HCCP).
- Strong Microsoft Office skills are required; Yardi experience is preferred.
- A valid driver's license and access to a vehicle.
- A secure home office space with a high speed internet connection is also required.

Compensation & Benefits:

We offer highly competitive pay and a comprehensive benefits package including great health benefits, 13 paid holidays, vacation time, 401k match, life and disability insurance, employee assistance program, an extra paid day off during your birthday month, and more! You will love our family-friendly workplace and healthy work-life balance at Maloney.

We also offer training programs and opportunities that lead to employee advancement and promotions. If you are interested in furthering your skills and building your career, this is a great opportunity for you!

Apply now at the link below. We can't wait to hear from you!

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=636930>