**Schochet is currently seeking a Compliance Specialist at Fresh Pond Apartments in Cambridge, MA.**

Fresh Pond Apartments is a 500+ family apartment community in Cambridge, MA. The community has received numerous industry awards including the Communities of Quality - **Exemplary Family Property.**

* Responsible for the completion of annual and interim resident recertifications. Collect all necessary documents for tenant’s files. Files must follow HUD and Federal Management standards. Ensure all necessary documents are in tenant’s files, up-to-date and in the correct order. Perform file audits as needed. Organize current files and purge old documentation from files in accordance to rules and procedures.
* Verifies income, assets and medical information.
* Performs annual reexaminations as well as computing any interim rent changes. Assists participants to complete and sign all papers related to beginning housing assistance, interims, and annual recertifications, explaining in terms they understand to ensure compliance with program rules.
* Establishes, maintains, and updates various logs and books related to the orderly maintenance of records. Ensures all computer records of all tenants are accurate and current. Promptly and accurately maintains all file documentation.
* EIV and Secure Connection (TRACS) User for property. Must be fully knowledgeable and understand process of what is expected by HUD.
* Performs other related essential duties and tasks as assigned.
* Bilingual in Spanish preferred, but not required.

Experience with Section 8 compliance required; Certified Occupancy Specialist or equivalent is required. Experience with YARDI a plus. Strong customer service, attention to detail, flexibility and a team player a must.

Come join our team that offers over 50 years of encouraging growth and employee retention! Schochet offers competitive pay, along with a comprehensive benefits package that includes health, dental, 401k and more available on your first day. All new employees earn 3 weeks of vacation per year, 12 paid holidays, 5 sick days, 3 personal days per year and many other great perks.

To apply please submit resume to careers@schochet.com. Pre-employment background check and drug screen required. EOE

For more information on this position please call Robin @ 617-398-5144 or visit www.schochet.com for more information.