

Compliance Administrator with Certified Occupancy Specialist (COS) Designation

Spear Management Group, Inc. is seeking an experienced Compliance Administrator, for a large multifamily community with LIHTC and Section 8 compliance requirements. Three – four years prior experience required. Professional education credentials preferred. Must be willing to update and/or obtain any needed professional certifications necessary to perform job functions. SHCM preferred.

Candidates must possess strong organizational, analytical, and communication skills, with the ability to perform multiple tasks in a fast paced, team-oriented environment with minimal supervision. A candidate should also have a working knowledge of EIV reporting requirements and the ability to do comparison research as necessary.

Responsibilities will include but are not limited to:

- Responsible for certifying all eligible leaseholders for LIHTC/ Section 8 Programs as required by CO, IRA, HUD and State agency requirements.
- Recertifying all existing Section 8/ LIHTC leaseholders on an annual basis. Coordinating interim recertifications and month end close with Compliance manager
- Review applications with Compliance Director to determine eligibility with emphasis on LIHTC and LIHTC Tax Exempt Bond program requirements for site.
- Track move-in/move-out/ building transfers in compliance with tax credit program regulations.
- EIV Administrative – required reports and take any follow up requalifications
- Must become fully educated in LIHTC, Tax exempt bond and Project based Section 8 requirements to accomplish role. Continued education for updates required.
- Coordinates month end close with Compliance Manager
- Performs and coordinates all resident inspections and extermination notices
- Additional duties to support the Compliance Department.

A pre-employment background check is required.

3-4 years' experience required

COS requires

SHCM preferred

Yardi experience preferred

Send Resume to Jsavard@spearmgmt.com