

## **Compliance Administrator with Certified Occupancy Specialist (COS) Designation**

Spear Management Group, Inc. is seeking an experienced Compliance Administrator, for a multifamily community with LIHTC and Section 8 compliance requirements in Westbrook, Maine. Professional education credentials preferred. Must be willing to update and/or obtain any needed professional certifications necessary to perform job functions.

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 LICHTH 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 education in LIHTC, Tax exempt bond and Project based Section 8 requirements to accomplish role. Continued education for updated required.
  - Coordinates month end close with Compliance Manager
  - Performs and coordinates all resident inspections and extermination notices
  - Additional duties to support the Compliance Department and Property Manager
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- 3-4 years' experience required
  - SHCM preferred
  - C3P preferred
  - Yardi experience preferred
  - COS required
  - A pre-employment background check is required.