

## COMPLIANCE ANALYST

SHP Management Corp., a management company specializing in affordable housing, is seeking an experienced Compliance Analyst to assist in our Compliance department located in our corporate office in Cumberland Foreside, ME. This position is a full time, benefit eligible position.

Candidates must have three to five years of directly related experience as a property manager or compliance analyst/monitor. Deep knowledge of affordable housing programs to include Section 8/236, LIHTC, EIV and HUD Secure Systems, Fair Housing and Section 504 compliance. Affordable Housing certifications; COS, C3P, HCCP or other nationally recognized certification is required.

A well-developed ability to manage multiple priorities and deadlines is a must; along with a high level of organization and attention to detail. Demonstrated competency with Microsoft Office required and a strong knowledge of OneSite, YARDI or Boston Post software preferred.

The successful candidate will be responsible for the following:

- Conduct file reviews for compliance with the applicable subsidy type (S.8, LIHTC, S. 236)
- Prepare report summarizing items of non-compliance; work with site staff to correct deficiencies
- Review EIV reports and assist property staff with resolving discrepancies
- Prepare LIHTC reports as required by state monitors and syndicators
- Review asset verification process for certifications that involve real estate and/or investment income
- Review monthly voucher submission and HAP payments, assist staff with reconciliation
- Assist site staff with TRACS error resolution
- Manage staff access to required databases such as SAVE and state data requirements

SHP is committed to a drug-free workplace. We offer competitive wages and an excellent benefit package, including:

- Paid vacation, holidays, sick and personal leave.
- 401(k) plan with generous company match.
- Company paid health, vision and dental plans.
- Company paid life insurance, short and long term disability
- Tuition reimbursement.
- Opportunity for professional growth and development.

Please forward your resume, along with salary requirements to:  
Email: [careers@shpmanagement.com](mailto:careers@shpmanagement.com) or fax 866-762-9410. EOE

*Here is what some of our employees have to say about working at SHP.*

*"As a recent hire I've found that SHP gives employees the necessary tools to succeed and the potential for growth within the organization is endless ." – Eva, Property Manager in NJ*

*"SHP is a great company to work for. SHP gives me the opportunity to grow my career by attending numerous trainings and workshops in property management which keeps me current with industry changes." – Deb, Sr. Property Manager, RI*

*"After working in the industry for quite some time now, I can honestly state that SHP Management stands out above your average management company. The level of quality, professionalism, organization and positive corporate culture the company maintains exceeds the standards in every area; because of this and more I am happy to be working at SHP." Elaine, Property Manager, NJ*