

Compliance Analyst – Barkan Compliance Solutions

The Compliance Analyst works as part of a team under the direction of the Compliance General Manager to perform Annual and Interim Recertifications, Move-Ins, and various other tasks in addition to providing exceptional customer service to our clients. Candidates must relate well to people, and exercise good judgment and discretion in dealing with residents, vendors, and co-workers. An ideal candidate will have experience with Tax Credit (LIHTC) and Section 8 subsidized housing and be familiar with Yardi. Barkan Compliance Solutions employees work within the corporate Barkan Management office in Newton, MA.

Responsibilities:

- Conduct interviews with applicants and help prepare lease agreements for Move-Ins in accordance with regulatory guidelines.
- Conduct interviews with residents for Annual Recertification, complete recertification related documents, and maintain tracking log for our records.
- Send out documentation to residents for Interim and Annual Recertifications in accordance with regulatory guidelines.
- Calculate rents for Annual and Interim Recertifications.
- Exercise common sense, good judgment, consistency, and self-control in day-to-day contact with applicants and in other business-related matters.
- Process, complete, and maintain accurate resident files at move-in within established regulatory guidelines.
- Maintain superb relationship with residents and adheres to Fair Housing Equal Employment and Equal Housing Opportunity requirements.
- Utilizes Yardi Software, property management software, or relevant waiting list programs.
- Create and update spreadsheets, fliers, reports and other documents as requested.
- Complete data entry and other assigned projects in a timely and accurate manner.
- Utilize secure systems such as EIV to monitor income discrepancies.

Requirements:

- Familiarity with the general management of subsidized housing programs including: LIHTC, section 8, HOME public housing, housing choice voucher.
- Experience in HUD/Affordable Housing is a must.
- Excellent and proven customer skills are an absolute must.
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook.
- Proficient in utilizing cloud-based systems such as SharePoint, Google Drive, and DropBox.
- Professional demeanor with the ability to adapt to last-minute changes.
- Highly organized with the ability to prioritize to meet deadlines.

For Full-Time employees, benefits include, but are not limited to: Medical, Dental, Vision Care, Life and Disability Plans, a 401(K) plan through Fidelity, Flexible Spending Account (FSA), Pet Insurance, Fitness Reimbursement, a generous amount of vacation time and sick time, and 10 recognized holidays. Additionally, Barkan Compliance Solutions encourages and provides various opportunities for role-based certifications and professional development.

For more information about Barkan Compliance Solutions, we invite you to visit www.barkanco.com. Please send resumes directly to Brittany Jancarik at BJancarik@barkanco.com.