

Barkan Compliance Solutions- Compliance Analyst

The Compliance Analyst works as part of a team under the direction of the Senior Compliance Manager to perform Annual and Interim Income 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.

Company Overview:

The Barkan Companies is a diversified group of real estate businesses with a solid record of success in property management, construction and development. Since our founding in 1964, we have been a proven leader in the real estate development and management market. Today we employ over 750 people and provide services to over 190 residential communities in seven states. Our Boston based companies with regional offices in Providence, Hartford and Washington DC, deliver outstanding client service with an uncompromising focus on quality. Our commitment is to provide the highest level of property management available. We routinely invest in the resources to maintain our position as the leader in third party management services.

Barkan is looking for a dedicated and talented individual who can contribute their skills in a collaborative environment in service to our clients. In return, Barkan offers highly competitive compensation and some of the best benefits in the industry. Barkan is an equal employment opportunity employer.

We offer a competitive salary range of \$24-26/hour depending on experience, a comprehensive benefits package, to include health, dental, vision, life insurance, long & short-term disability, paid vacations, a 401K match. BMC is a Drug Free Workplace.

Please note that job offers are contingent upon passing a background check and drug test.

Job Type: Full-time