Compliance Associate - Newport, RI

Trinity Management, LLC, has a job opening for a Compliance Associate to join our team. The individual will work directly with onsite staff to ensure our communities meet their compliance requirements for LIHTC, Section 8, and HOME Housing Programs.

Position duties include, but are not limited to:

- Review applications to determine eligibility per the affordable housing program at the specific site;
- Answer site staff questions about eligibility, EIV, and other compliance requirements;
- Visit communities to review and implement standardization of pending and recertification files;
- Review initial resident files to ensure compliance requirements are met;
- Complete annual/quarterly/monthly compliance reports as required;
- Attend affordable and LIHTC audits performed by state and regulatory agencies; and
- Maintain professional qualifications through continuing compliance education opportunities.

Our ideal candidate must be compliance-focused, flexible, and able to organize their daily work volume well. She/he must be analytical and have a high sense of investigative curiosity. We prefer at least three years of relevant experience. Candidates are required to hold, at minimum, one of the following credentials: Certification of Occupancy Specialist (HUD), Housing Credit Professional, or Specialist in Affordable Housing Management. Additional Fair Housing or other related Affordable Housing training or certifications are also preferred. Experience with Yardi software is a plus.

Send resume to Susan Tomasetti, stomasetti@trinitymanagementcompany.com.