

Compliance Manager

Compliance Manager needed for a 500+ unit family apt community in Cambridge. Responsibilities include but not limited to the day-to-day management of a compliance team. The Manager of Compliance is responsible for ensuring that the site compliance department follows all rules, procedures and policies established by local housing authorities, HUD and Federal Management. Manages and assists team with processing all new resident applications to ensure that the candidates qualify under HUD rules and regulation. Processing all recertifications /interim certifications in compliance with HUD 4350.3 regulations. You will be responsible for sending recertification notices to residents, recertification interviews & sending verifications to third parties. Other duties including: submission of TRACS to HUD each month; posting HAP Vouchers each month; tracking the Aging Detail Report for the property monthly and work towards resolution of discrepancies; and completion of monthly EIV reports.

A Bachelor's degree is preferred. Three to five years of related job experience and a designation of Certified Occupancy Specialist or equivalent is required. Additional IREM certifications are preferred. The Manager of Compliance must be proficient in basic computer skills including Microsoft Word and Excel. Experience using Yardi property management software is a plus.

Please forward resume and salary requirements to jobs@schochet.com or fax 617-830-0373. Pre-employment background check required. EOE

For more information on this position please contact Robin @
617-383-5144
www.schochet.com