



## **Compliance Specialist**

POAH Communities is a high-performance property management affiliate of one of the nation's most accomplished affordable housing owner /developers. We manage over 8,500 units throughout the United States.

**We are currently seeking to hire a Compliance Specialist working out of Boston, MA.**

The incumbent will review site generated paperwork and procedures to ensure compliance with IRS, HUD, state and local regulations as well as company policies. Ensures site compliance for TRACS and EIV requirements. Trains site managers and occupancy staff on regulations, policies and procedures. Responds to help desk questions for program compliance and property management software. Assists with resolution of file audit issues. Responsible for special projects, including data and file setup for new properties, qualifying existing properties for additional programs such as Low Income Housing Tax Credits, and assisting lease-up for newly constructed properties.

### **JOB REQUIREMENTS**

- Five or more years of experience as a compliance specialist, site manager or assistant manager responsible for processing paperwork and regulation compliance for properties with tax credit and HUD programs such as Section 8 required.
- Three to five years of experience with Yardi software is required.
- Excellent organizational and analytical skills.
- Excellent communication skills.
- Proficient with Microsoft Office software
- High energy and customer service orientation required.
- Must be certified for regulations of HUD programs and Low Income Housing Tax Credits
- Travel up to 25%

Salaries are competitive and commensurate with experience. Benefits are included. Interested applicants should forward their resume and cover letter to Susan Tomasetti via email at [stomasetti@poahcommunities.com](mailto:stomasetti@poahcommunities.com)

POAH Communities is an equal opportunity employer committed to diversity in the work force. For more information, visit us at [www.poahcommunities.com](http://www.poahcommunities.com).