

## The Schochet Companies are Hiring!

The Schochet Companies are a full-service real estate development and management company. We are currently accepting resumes for an Experienced Compliance Specialist at Symphony Plaza in Boston, MA. The Schochet Companies has an AMO designation (Accredited Management Organization) awarded by the Institute of Real Estate Management. Symphony Plaza is a 400 unit low-income elderly/disabled apartment community in the heart of downtown Boston. The community has received numerous industry awards including the Communities of Quality. Come join a winning team!

The job responsibilities are:

- Interviews and processes eligible households for affordable housing programs. Processes the applications for completeness and determine eligibility per the Tenant Selection Plan.
- Verifies income, assets and medical information. Enters data in computer generating rent and utility allowance calculations.
- Prepares necessary forms and secures signatures to finalize agreements between tenants, and the owner/management company.
- Performs annual reexaminations as well as computing any interim rent changes. Assists participants to complete and sign all papers related to beginning housing assistance, interims, and annual recertifications, explaining in terms they understand to ensure compliance with program rules.
- Establishes, maintains, and updates various logs and books related to the orderly maintenance of records. Ensures all computer records of all tenants are accurate and current. Promptly and accurately maintains all file documentation.
- EIV and Secure Connection (TRACS) User for property. Must be fully knowledgeable and understand process of what is expected by HUD.
- Prepares monthly and annual reports and attends meetings as necessary.
- Maintains waiting list; conducts marketing and outreach when the list is low.
- Performs other related essential duties and tasks as assigned.

Experience with LIHTC and Section 8 program compliance required; professional certification preferred. Familiarity with YARDI compliance software a plus. Strong customer service, attention to detail, flexibility and a team player a must.

Excellent benefits and competitive salary. Please submit resume to; [jobs@schochet.com](mailto:jobs@schochet.com) or fax 617-830-0373. Pre-employment background and drug test required, EOE.

For more information on this position please contact Robin @ 617-398-5144.

[www.schochet.com](http://www.schochet.com)