

The Schochet Companies are Hiring!

The Schochet Companies are seeking a Compliance Specialist to become a member of the Compliance Department of a mid-size property management company in affordable housing.

Responsibilities/duties include but are not limited to: generating and sending annual recertification reminder notices; conducting both annual/interim recertification interviews, verification forms processing; completion of recertifications through signature execution, voucher processing and submission in TRACS and voucher reconciliation. Willing to take on special projects when necessary. Experience with LIHTC, HUD Section 8 and 236 programs required; professional LIHTC/Section 8 certifications required. Familiarity with YARDI compliance software preferred.

We are looking for a candidate with strong customer service delivery, accuracy, attention-to-detail, and organizational skills. Flexibility and a team player a must. Own transportation required to travel when needed. Excellent benefits and competitive salary. Please submit resume with salary requirements 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)