

BECOME AN COMPLIANCE SPECIALIST

Ensure adherence to housing regulations and procedures

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How to become a Compliance Specialist?

- *Minimum two years in property management industry*
 - *Strong administrative, math and analytical skills*
 - *Extensive knowledge of HUD regulations*
- Computer software*

WHAT DO YOU DO?

Ensure compliance with all HUD/State/IRS housing regulations. Perform central auditing of resident files for regulatory and procedural compliance. Monitor periodic submissions of required reporting. Provide assistance, information and support to on-site management personnel. Provide assistance with corrective action plans.

WORK ENVIRONMENT

A Compliance Specialist may travel from property to property, work out of the central office or work from home. This can be a full time or part time position.



Please join us in the rewarding career of Property Management