

The Schochet Companies are Hiring!

The Schochet Companies are looking for an Experienced Compliance Specialist. Responsibilities/duties include but not limited to; processing all recertification's/interim recertification's, sending recertification notices to tenants, recertification interviews and willing to take on special projects when necessary. The Compliance Specialist is responsible for processing move-in, move-out, annual and interim certifications for residents in subsidized housing.

- Ensure privacy and security of resident data at all times. Resident documentation must be maintained in file cabinets and locked daily at the end of each work day.
- Process move-in certifications in a timely manner to minimize vacancy loss. This process includes sending out third-party verification paperwork.
- Process move-out certifications in a timely manner to ensure subsidy payments are reconciled.
- Process gross rent certifications on an annual basis.
- Complete annual recertifications (AR) within forty-five days of the AR effective date for each resident household in order to assess the resident's eligibility for continued subsidized housing. Calculate each resident household's rent and subsidy portions. This process includes sending out third-party verification paperwork.
- Complete timely interim recertifications (IR) as necessary upon request by property management staff. Interim recertifications are necessary when a resident's household composition or income changes between their annual recertifications. This process includes sending out third-party verification paperwork and processing the IR within thirty days of the date the household notified management of a change in income or household composition.
- Prepare certification documents for signature execution and scan certifications on company server to property folder. Send documents to property management staff by overnight delivery. Files must follow HUD and Federal Management Co. standards. Ensure all necessary documents are in resident files, up-to-date and in the correct order. Perform quarterly file audits. Purge and archive documentation from files in accordance with Federal Management Co. procedures.
- Process and submit monthly subsidy voucher through TRACS by the fifth of each month. Post subsidy payments on a monthly basis by the third of each month. On a monthly basis, reconcile subsidy accounts receivables to ensure payment has been received or is expected to be received in the following month.
- Work with property management staff to process subsidy repayment agreements where applicable.
- Address questions and issues from property management staff as they arise.
- Conduct quarterly file audits as assigned and provide on-site staff training when necessary to ensure understanding of regulatory program requirements.
- Assist with tax credit lease-up interviews and certification processing as assigned.

Experience with LIHTC, Section 8, and HUD 236 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. This position will be located at our corporate office in Braintree, but you will need your own vehicle to travel frequently to different properties in our portfolio.

Excellent benefits and competitive salary. Please submit resume to; 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