



Position: Compliance Specialist I

Reports To: Compliance Director

Status: Full Time

Summary: The Compliance function at JCHE is responsible for ensuring that all tenants meet the regulatory compliance requirements, based on the funding source. The Compliance Specialist I completes recertifications in a timely fashion. In addition, this position provides administrative support to Occupancy by processing interim certification as needed, to ensure that incomes, assets and rent levels are properly calculated. This position is primarily based in Brighton, but also assists the Golda Meir Assistant Property Manager to process the recertification during the heavy months and provides administrative support to the Rental Office Manager. The Compliance Specialist I provides assistance to the Brighton Recertification Specialist, the Rental Office Manager, the Tax Credit Specialist and the Golda Meir House Assistant Property Managers.

Essential Duties and Responsibilities:

- Assists the Brighton Recertification Specialist, Tax Credit Specialist, Rental Office Manager and Golda Meir House, with completion of monthly recertifications;
- Maintain the recertification files system accurately in Brighton's Recertification , Rental office and Golda Meir, House;
- Help Recertification Specialists to obtain the required third party verification by phone, Email, Facsimile, and Internet;
- Helps with preparing and sending first, second, and third reminder recertification notices for all Brighton and Golda Meir sites; contacting those that need either a family member or assistant as needed;
- Assist the Rental Office Manager with reconfirmation of waiting list files and updating reconfirmation of that waitlist; call applicants to interview;
- Helps to create and work on a JCHE Applicant Marketing Plan;
- Assist Rental Office Manager with move-in and move-out files;
- Assist with Leventhal House Tax Credit Recertification process;
- Help tenants order their Social Security Award letters and preparing interview documents for Leventhal Tax Credit Recertification;
- Help obtain SSI and EIV information;

- Included but not limited to the above requirements

Supervisory Responsibility: none

Working Conditions/Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to type, file or lift office supplies up to 20 pounds. The employee is frequently required to stand, talk and hear.

Qualifications:

- Have effective verbal and written communication skills;
- Fluency in Russian or Chinese language desirable;
- Ability to work independently and be able to manage multiple responsibilities effectively;
- Detailed oriented, capable of maintaining accurate records;
- Work well with residents and all levels of JCHE staff;
- Understands HUD and Tax Credit rules and regulations
- Willingness to go to HUD and Tax Credit trainings and acquire HUD and Tax Credit Certifications;
- Ability to understand HUD and Tax Credit rules and regulations;
- Prior experience in an office environment desirable;
- Appropriate professional dress required

Experience:

2 years experience in Affordable Housing industry

Education:

Bachelors Degree Preferred

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis*

Qualified candidates should forward a cover letter and resume by email to hrjobs@jche.org; by fax to (617) 912-8469, or by mail to Human Resources, JCHE, 30 Wallingford Road, Brighton, MA 02135. For further information about JCHE and its Brighton Campus, see our website at www.jche.org. JCHE is an Equal Opportunity Employer.