



**Position:** Compliance Specialist

**Reports To:** Compliance Director

**Status:** Full Time

**Summary:** The Compliance Specialist (CS) assists the Compliance Director in assuring JCHE compliance with the regulations of State and Federal housing subsidies. In the areas of subsidy and regulatory compliance, the CS is considered a site-specific employee of the Golda Meir House and a technical assistant resource for the three interconnected Brighton properties, Coleman House I & II and Framingham properties. Other responsibilities are considered central management functions. The CS provides Recertification technical assistance to the Brighton Lead Recertification Specialist, Recertification Specialist, Recertification Assistant, the Rental Office Manager, Lead Tax Credit Specialist and Tax Credit Specialist, Assistant Directors of the Newton and Framingham sites.

**Essential Duties and Responsibilities:**

**HUD, MHFA and Tax Credit Compliance:**

- Provides technical assistance and quality assurance auditing of application and certification processing;
- Quality assurance of HUD and Tax Credit files for Ulin, Genesis/Kurlat, Leventhal, Coleman, Golda Meir and Shillman
- Disseminates information to appropriate staff regarding subsidy regulation changes;
- Manages Tax Credit Rent Up at existing and all new JCHE properties
- Compiles and submits all Tax Credit reports
- Updates all Affirmative Fair Marketing and Tenant Selection Plans (as needed)
- Organizes all Tax Credit Monitoring, MOR and PMRs Inspections

**Miscellaneous Tasks:**

- Provide staff Occupancy and Recertification mini trainings
- Included but not limited to the above requirements
- Some travel may be required

## **Supervisory Responsibility: TBD**

### **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:**

- Fair Housing and Tax Credit Certifications such as NAHMA (SHCM), Spectrum, NCHM (TCS) or NAH (HCCP)
- Affordable housing lease up experience using software products such as Real Page
- Effective verbal and written communication skills
- Ability to manage multiple responsibilities effectively, work independently and maintain accurate records
- Works well with residents and all levels of JCHE staff
- Bilingual Russian or Chinese a plus

### **Experience:**

- Five years' experience in Affordable Housing Industry
- Management background desirable

### **Education:**

- Bachelor's 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](mailto: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](http://www.jche.org). JCHE is an Equal Opportunity Employer.