



Compliance Specialist

Maloney Properties – Voted “Best Place to Work” by its employees for 4 years!

Our team is hard-working and motivated toward providing the best possible housing experience for our residents. Our reputation for customer service and quality workmanship is exemplary in the industry.

About Us

Established in 1981, Maloney Properties, Inc. (MPI) is a successful women-owned business. Our services include property management, real estate development, hospitality management, sales/marketing, and construction management services. We manage more than 90 housing communities with more than 10,000 units throughout the New England area.

We attribute our success to the effective working partnerships we have created with both clients and staff. MPI has developed a unique culture and work environment that is a significant factor in our success and enables us to attract and retain the best talent and finest professionals in the industry. As a result, MPI has a high employee retention rate with an average employee tenure of more than 10 years.

We are a company with a human focus and feel passionately and genuinely that our employees are our greatest asset. We are dedicated to teamwork, staff development and training. We have created a community within our company; we set clear goals and work together to achieve them. Maloney Properties is an Equal Opportunity Employer.

Your Responsibilities

Our Compliance Team delivers expert regulatory consulting and administration services relative to a variety of state and federally funded subsidy programs. The Compliance Specialist is responsible for LIHTC and/or HUD move-in and recertification processing and oversight; LIHTC and/or HUD property audits; EIV oversight within the HUD portfolio; coordination and submission of year-end LIHTC reporting; and track and maintain audit schedules/reports/responses.

Your Qualifications

Experience with move-in and recertification processing (including accurate income computations for the LIHTC and HUD programs) is required. The candidate must possess strong oral/written communication skills; strong computation/math/analytical skills; strong organizational skills and have the ability to multi-task in a deadline driven environment and prioritize such tasks. The candidate must be responsible, self-motivated, detail-oriented and flexible in order to work independently and/or within a team environment.

The following designations are preferred but not required: LIHTC designation (SHCM, C3P or equivalent); HUD Occupancy designation (CPO, COS or equivalent); and documentation of Fair Housing training attendance within the past year. Proficiency with MS Office: Word and Excel. Must have a valid Driver's License and access to a vehicle.

Compensation & Benefits:

MPI offers a family friendly workplace and healthy work-life balance. In addition to a competitive salary and benefits package we also offer the following:

- Training programs and opportunities that lead to employee advancement and promotions.
- A flexible work schedule and the ability in many cases to work remotely.
- A generous Employee Referral Program with a bonus of up to \$1,000 per hire.
- Volunteer and fundraising opportunities for annual causes such as the AIDS Walk and Stand Against Racism, just to name a few.

Apply Now Via:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=506723>