



We are looking a dedicated, passionate, and dynamic Compliance Manager for our Affordable Housing Community in Westbrook, ME. The ideal candidate would be a detail oriented individual accustomed to working on a deadline driven schedule. They will have a depth of Affordable Housing knowledge, and an ability to work with a diverse population.

Duties include - but are not limited to:

- Interview all applicants for housing.
- Review applications to determine eligibility with emphasis on LIHTC/ Section 8.
- Coordinates lotteries and maintain wait list in compliance with applicable regulations.
- With Business Manager approve track move-in/move-out/transfers in compliance with tax credit program regulations.
- Coordinate HUD billing for HAP, damages or vacancy.
- Ensure proper documentation of same manually or by approved computer software.
- Maintain resident file construction in compliance with MSHA
- Ensure Tax Credit & Section 8 annual re-certifications are completed on time & in compliance with applicable program regulations.
- Prepare State monitoring paperwork for DHCD.
- Develop working knowledge of computer software used by the company for internal administration and those related to LIHTC & Housing and Urban Development (HUD) programs.
- Processes monthly Section 8 voucher, reconciles and deposits funds on a timely basis.
- EIV oversight: comparisons, follow-up, letters, meetings and conclusions on all EIV issues.
- Responsible for all move out security settlements, follow-up bond deposits, balance paperwork. Build and follow all Special claims if applicable.
- Full responsibility for leasing market rate apartments and Tax Credit only apartments, performing all tasks typically associated with market leasing. Prepare periodic reports as required by Business Manager.
- Prepares lease packages and supplemental documents for new move ins and annual lease renewals.

- Periodically attend professional development seminars & certification courses.
- Additional duties and special assignments as defined by the Business Manager.

Knowledge, Skills, and Abilities:

College, high school diploma with major emphasis in accounting.

Five years' relevant experience in property management field including 2 years Section 8 program administration, 2 years LIHTC program administration, & 1 year in property management accounting

A minimum of two professional certifications including Section 8 & LIHTC program administration issued by HCHM, NAHMA, IREM, Spectrum Enterprises, Inc., or other equally recognized professional training organizations.

Working knowledge of ADA, 504, & Fair Housing.

Proof of Fair Housing training. (certification preferred)

Computer skills. Strong skills in commonly used software for general use i.e., Microsoft Word/Excel, & software for Section 8 & LIHTC program administration. Yardi

Apply directly to the HR Manager Jennifer Savard-Yadav with a resume

Jsavard@spearmgmt.com