

First Realty Management Corp is seeking a full-time, experienced Occupancy Specialist. The Occupancy Specialist assists site staff in the front-line implementation of and compliance with federal, state, local and IRS rules and regulations at affordable housing properties managed by First Realty Management.

Must have at least 5+ years experience specifically in assisted multi-family rental housing with detailed knowledge of current federal, state, local, and IRS rules and regulations pertaining to assisted housing, particularly Section 8, HOME and Section 42 of the Internal Revenue Code. Working knowledge of EIV and the SAVE programs required.

Individual must have demonstrated proficiency in setting up and maintaining regulatory files per company standards. Individual must have excellent organizational skills, accounting skills, strong verbal and written communication skills, as well as strong computer skills utilizing Microsoft Word, Excel and Power Point. Must have the ability to access and use federal and state agency Internet sites in order to review and accurately interpret regulatory notices, agency handbook changes and memoranda.

Ability to fill in and perform all subsidy management tasks at a site, as well as assist with subsidy tasks at a new rent up is required. Positive attitude, professionalism, and integrity are a must.

Please send letter of interest and resume to: [hrresume@firstrealtymgt.com](mailto:hrresume@firstrealtymgt.com). Please denote subject line as OccSpec0118.

Equal Opportunity Employer