

## Portfolio Administration – Generalist

Growing Property Management Team located North of Boston is seeing a Generalist to assist Senior Management within the portfolio. Works with the Compliance Department to ensure compliance with contract administrators, HUD updates and new hire training. Assists on site management staff with the recertification process, reconciliation of subsidy billing, special claims filing and monitors TRACS reporting for each site. Closely involved with the accounting department regarding financial reconciliation, accounts receivable/payable and reporting. Submits recommendations to Senior Management regarding improvements with current processes; undertakes special projects involving budgeting, inspections and data reporting under the direction of Senior Management. Travel required. Qualifications: At least 5 years experience in Section 8, 236 programs, market rate multifamily housing. Comprehensive benefits package which includes medical, dental, life insurance, 401(k) as well as vacation, sick, and company paid holidays. .

Please submit your confidential resume with salary requirements for consideration to [confidentialpropertymanagement@gmail.com](mailto:confidentialpropertymanagement@gmail.com)