

The Schochet Companies is currently seeking a Property Specialist at our corporate office in Braintree, MA.

A recognized leader in multifamily development and property management, with a special expertise in affordable housing, the Schochet Companies owns and/or manages nearly 5,500 apartments and 100,000 square feet of commercial space throughout New England. We are looking for an exceptional candidate to bring their skills and talent to our exciting and growing company, where you would join a team of the very best professionals working to develop and acquire critical affordable housing (and other multifamily) assets with an eye toward revitalizing and enhancing the marketability, livability, and quality of every community we serve.

Duties/skills include but not limited to;

1. Ability to travel (throughout New England) as a Property Specialist, as needed.
2. Schedule, supervise, and direct the daily activities of all on-site staff.
3. Stay abreast of current policies and guidelines, maintain policy manual as changes are affected, review and monitor policies with employees to ensure compliance.
4. Complete application/initial certification interviews, process files for eligibility, and complete lease signings in accordance both with Schochet policies and procedures and regulations of various applicable affordable housing programs
5. Provide support for recertifications, audits, and reporting.
6. Process and submit monthly subsidy voucher through TRACS by the fifth of each month. Post subsidy payments on a monthly basis by the third of each month. On a monthly basis, reconcile subsidy accounts receivables to ensure payment has been received or is expected to be received in the following month.
7. Conduct quarterly file audits as assigned and provide on-site staff training when necessary to ensure understanding of regulatory program requirements.
8. Assist with tax credit lease-up interviews and certification processing as assigned.

This position requires 100% travel flexibility. Provide on-site coverage for emergencies/crisis/turnover of staff situations as needed.

3+ years of experience in affordable residential property management. Professional certification in both HUD's 4350.3 Occupancy Handbook and IRS Section 42 tax credit program regulations is necessary either prior to beginning this position or within six months of beginning this position. Attendance at annual seminars to obtain tax credit continuing education credits is mandatory. Three to five years of related job experience in HUD's 4350.3 Occupancy Handbook and the IRS Section 42 tax credit program is required. Experience with Yardi accounting and compliance software is preferred.

Come join our team that offers over 50 years of encouraging growth and employee retention! The Schochet Companies offers a comprehensive benefits package that includes health, dental, 401k and more available on your first day. All new employees accrue 3 weeks of vacation per year, 12 paid holidays, 5 sick days, 3 personal days per year and many other great perks.

Please submit resume to jobs@schochet.com or fax 617-830-0373. Background check and drug test required. EOE

For more information on this position please contact Robin @ 617-398-5144. www.schochet.com