



## **Recertification/Compliance Specialist for Affordable Housing – Newton**

Barkan Compliance Solutions (BCS) is a consulting and training subsidiary of Barkan Management Company focusing on subsidized and tax credit housing. It specializes in customizing services to owners and agents of smaller properties. BCS maintains a strong commitment to working with low- and moderate-income resident communities and community managed housing, as well as with housing authorities, local community development corporations and non-profit boards to assist in the development, management and improvement of affordable properties. BCS employs a highly experienced team with varying specialties, certifications, and designations for market and affordable property management. We offer a competitive salary, comprehensive benefits package including health, dental, vision, life insurance, long- & short-term disability, paid vacations, a 401K match and opportunities for advancement. We are an equal opportunity employer. Please note that all job offers are contingent upon passing a background check and drug test.

The Recertification/Compliance Specialist works as part of a team under the direction of the Compliance Manager to perform annual, interim and move in certifications in addition to providing exceptional customer service to our clients. The Recertification Specialist must have excellent communication skills and exercise good judgment and discretion in dealing with residents, vendors, and co-workers.

### **Responsibilities:**

- Conduct certification interviews with applicants and residents, prepare and complete recertification packets, lease agreements and related documents.
- Adhere to Fair Housing, Equal Employment, and Equal Housing Opportunity requirements at all times.
- Create and update spreadsheets, reports and other documents as requested. Manage schedules such as setting up appointments and reminders.
- Complete data entry and other assigned projects in a timely and accurate manner.
- Utilize secure systems such as EIV to verify income and monitor income discrepancies.
- May assist with property audits, staff training, file reviews, or other special projects.

### **Requirements:**

- Experience with one or more subsidized housing programs including: LIHTC, Section 8, Public Housing, HCV.
- Excellent and proven customer skills, professional demeanor with the ability to adapt to last-minute changes, ability to prioritize to meet deadlines. Must be a highly organized team player.
- Proficiency in Microsoft Word, Excel, Outlook. Experience with Yardi, OneSite, PHA Web or similar integrated housing management software is preferred.

**Please forward your resume to [bcstaffing@gmail.com](mailto:bcstaffing@gmail.com).**