

HALLKEEN MANAGEMENT

Job Title: Compliance Specialist

Location: Boston, MA 02115

Hours: Full Time

Job Description:

Hallkeen Management is seeking a motivated and dedicated Compliance Specialist for a portfolio of six properties consisting of approximately 244 units in the Fenway area of Boston. The successful candidate must be experienced in the day to day process of completing LIHTC, HOME and HUD certifications.

The ideal candidate must be well organized and have an instinctive ability to pay attention to details. The candidate must be self-motivated, work independently and be eager and willing to participate in a team environment. Candidate must have impeccable customer service skills, strong verbal and written communication skills and a professional demeanor.

As a Compliance Specialist, your primary responsibilities include:

- Ensuring affordable housing program compliance for eight properties in the portfolio
- Interviewing applicants and residents to certify income per LIHTC, HUD and/or HOME Guidelines
- Verifying Income and Assets for households per HallKeen, state and agency standards
- Submit new move-ins to HallKeen compliance department for approval
- Completing affordable housing reports as requested by Owner, agencies, lenders, etc.

Candidate must be proficient in MS Office, HUD EIV/TRACS and HUD MOR requirements. Prior HUD or LIHTC recertification experience is necessary. The ideal candidate would be bilingual (Spanish/English) and have working knowledge of Section 8, LIHTC and HUD Policies and Procedures. A minimum of Associates Degree and/or applicable work experience with working knowledge of HUD programs is required.

If you are interested in applying or know someone to refer for the position, please e-mail resume to Kgreen@hallkeen.com