



POSITION ANNOUNCEMENT

Property Compliance Specialist

Full-time

This position is primarily responsible for providing support to the Property Compliance Manager in performing Public Housing Admissions activities, and compliance-related activities to In-Fill Housing, LIHTC, PBRA, RAD, and Public Housing properties managed by MHA. Reports directly to the Property Compliance Manager.

Essential Duties & Responsibilities

- Support admissions and occupancy functions with the objective of maximum accuracy and full compliance with regulatory requirements and establish objectives and operating procedures.
- Track Public Housing vacancies.
- Coordinate hearings for public housing applicant denials.
- Prepare reports, file and statistical studies as directed by the Property Compliance Manager.
- Maintain contact with local marketing firm for adequate and diverse marketing coverage.
- Transmit and track compliance information pertaining to HUD and LIHTC.
- Assist in performing analyses for annual Flat Rent adjustments.
- Assist in performing analyses for Utility Allowance Studies.
- Assist with preparation of all site review responses.
- Assist with resolving tenant accounting ledger errors with property managers.

Minimum Qualifications/Requirements

- Four-year degree in public or business administration or a related field.
- Three to five years of progressively responsible experience (including supervisory) in all aspects of resident selection and public housing occupancy, including experience in the administration and coordination of a resident selection program, and a good background and understanding of database management; or equivalent combination of education and experience.
- Proof of personal auto insurance; acceptable driving record.

Desired Skills

- Strong organizational and administrative skills.
- Strong in oral and written communication.
- Proficient knowledge of Microsoft Office products and Yardi.
- Ability to multi-task in a fast-paced environment.

Compensation Minimum \$18.10/hour, plus excellent benefits

Application Deadline Open until filled

To Apply Email resume **and** cover letter to: Employment@maconhousing.com

Thank you for your interest. Only those candidates selected for an interview will be contacted.