

Employment Opportunity Posting

Management Co.: BCJ Management LP

Position Available: Senior Compliance Specialist

Available: November 15, 2018

Location: Oak Hill Apartments, Pittsburgh, PA

Job Description: A residential apartment community, Oak Hill Apartments located in Pittsburgh, PA is looking for an experienced full-time Senior Compliance Specialist. The Senior Compliance Specialist is responsible for the day-to-day administration of the HUD Project-Based Section 8 and Low Income Housing Tax Credit Programs.

Essential Duties:

- Interviews and processes eligible households for rental assistance and affordable housing programs. Processes the applications and information received from these families and determines their eligibility for the program.
- Oversees departments
- Verifies income, assets, medical or unusual expenses and assisted dwelling information. Enters data in computer generating rent, utility allowance and escrow calculations.
- Prepares necessary forms and secures signatures to finalize agreements between tenants, and the owner/management company.
- Performs annual reexaminations as well as computing any interim rent changes. Assists participants to complete and sign all papers related to beginning housing assistance, interims, and annual re-certifications, explaining in terms they understand to insure compliance with program rules.
- Establishes, maintains, and updates various logs and books related to the orderly maintenance of records. Ensures all computer records of all tenants are accurate and current. Promptly and accurately maintains all file documentation.
- EIV and Secure Connection (TRACS) User for property(s) under purview. Must be fully knowledgeable and understand process of what is expected by HUD.
- Prepares monthly and annual reports and attends meetings as necessary.
- Maintains waiting list; conducts marketing and outreach when the list is low.
- Performs other related essential duties and tasks as assigned.

Qualifications:

- Knowledgeable of the Department of Housing and Urban Development (HUD) regulations and the ability to interpret these regulations for Section 8 and LIHTC programs.

Compensation: Commensurate with Experience

Benefits: Health, Dental, Vision, Life, 401K

Apply: Send Resumes to: mmorreale@cjmanagement.com