



## Affordable Housing Compliance Specialist Job Description

MHR Management, Inc. is a property management firm, founded in 1992, with expertise in managing affordable housing in the New York metropolitan area. MHR takes a people-first approach in ensuring that affordable housing residents can thrive in properties that are well-maintained and financially sound. We manage over 1,400 apartments in the Bronx, Brooklyn, Queens, and Westchester.

Maintaining safe, clean, and well-performing properties is our first priority. We also believe that, as community members, we should create the opportunity for our residents to thrive. We have partnered with a wide variety of organizations to connect residents to community resources when needed, and we collaborate with residents, not-for-profit organizations and technical experts to implement programs that allow us all to reweave the fabric of community.

**MHR Management is seeking an experienced, bilingual (English/Spanish) Compliance Specialist to join our diverse and growing team of property management professionals. We value people who are open and communicative, promote transparency and integrity, and can maintain a sense of humor under pressure.**

**The Compliance Specialist will manage leasing and compliance for a Brooklyn and Queens portfolio subject to such affordable housing programs as the Low Income Housing Tax Credit (LIHTC) program and HOME. The position is based in Brooklyn and may require periodic travel to the properties or to MHR's main office in Long Island City.**

### **Essential Functions:**

- Perform tenants' annual income certifications with impeccable accuracy and timeliness. This includes being well-versed in LIHTC/HOME program requirements, rent limits, and methods of calculating residents' income and assets according to local guidelines.
- Manage and implement processes to ensure that the compliance team works smoothly and efficiently.
- Market and lease apartments in strict compliance with Rent Stabilization and LIHTC regulations as well as the marketing Plan. This includes: maintaining an accurate wait list, contacting prospective tenants and community contacts for referrals, conducting interviews, coordinating apartment viewings, reviewing credit and criminal background checks, executing leases, and preparing lease renewals on time.
- Maintain accurate and updated hard copy resident files such that they would pass an audit at any time.
- As the first line of communication with residents, listen to their housing-related issues (e.g. quality of life, maintenance, billing, or legal issues, etc.), and work with other departments/staff as needed to resolve issues promptly and fairly.
- Review recertifications and leases to prepare and submit required annual packages (which include documents, forms, and rent rolls) to oversight agencies.
- Respond promptly and professionally to all agencies' requests for compliance information and be ready to explain all decisions made regarding residents' eligibility for their apartment under LIHTC regulations.
- Willingness to work overtime and flexible hours as needed in advance of compliance and audit deadlines throughout the year.
- Perform special projects as needed or as requested by senior staff.



### Other Duties

- Ability to research and incorporate new regulations/policies into existing work
- Develop effective team relationships within the organization
- Become thoroughly familiar with different agencies' and syndicators' standards, policies, and procedures
- Participate in continuing education opportunities for personal growth and development

**Qualifications:** The ideal Senior Housing Specialist will be able to demonstrate:

- At least a high school diploma or equivalent and at least three (3) years of direct professional experience with LIHTC and Rent Stabilization compliance in New York state. **Applicants without LIHTC experience will not be considered.**
- **Fluency (written and oral) in both English and Spanish.**
- Leadership and willingness to lend expertise to other compliance team members.
- Proficiency in Excel and experience with Yardi and/or other property management software.
- Strong organizational skills and pride in attending to details.
- Initiative and excellent time management skills in handling multiple projects to meet deadlines.
- Respect for the dignity of, and cultural diversity among, all residents, families, visitors, vendors and fellow employees to ensure a professional, responsible, and courteous environment.
- A calm and professional demeanor when engaging with residents, staff, and others.
- Experience working and communicating professionally with regulators to resolve compliance issues.
- Ability to exercise discretion and maintain confidentiality when dealing with sensitive information.

### Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical demands:** While performing the duties of this job, the employee is frequently required to lift, bend, reach with hands and arms, twist, walk, talk and hear. Employee should have the ability to lift and carry up to 10 pounds.

**Work environment:** The noise level in the work environment can be minimal but may increase while employee(s) are engaged with residents, other staff, etc.

**Please note that this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of employee. Duties, responsibilities or activities may change at any time with or without notice.**

### Compensation

Salary commensurate with experience. Full medical and dental benefits provided.

**To Apply:** Submit a cover letter and resume to [tnt@workforcehousinggroup.com](mailto:tnt@workforcehousinggroup.com)

**MHR Management, Inc. is an equal opportunity employer.**