



Leasing & Compliance Specialist Job Description

Company Overview

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 currently manage over 1,400 affordable apartments in the Bronx, Brooklyn, Queens, and Westchester.

Maintaining safe, clean, and high-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.

Position Description

We are looking for an experienced, bilingual (English/Spanish) Leasing & Compliance Specialist to join our diverse and growing team of property management professionals. We value people who are open and communicative, value transparency and integrity, and can maintain a sense of humor under pressure.

The Leasing & Compliance Specialist will manage leasing and compliance for a portfolio in affordable housing programs such as the Low Income Housing Tax Credit (LIHTC) program and HOME, as well as local programs. The position is based in Long Island City, Queens and will require periodic travel to satellite locations in Brooklyn/Queens.

Essential Functions

- Organizing and ensuring timely completion of initial file qualifications for a 240-unit LIHTC resyndication project, including all aspects of project management and reporting to senior staff, investors/syndicators, and oversight agencies
- Perform timely annual income certifications in strict compliance with LIHTC program rules. Prepare lease renewals in a timely manner and in strict compliance with Rent Stabilization and other applicable laws and prepare annual DHCR rent registrations filings.
- Submit rent change/lease renewal increase requests to City agencies for tenants receiving subsidies
- Maintain accurate and updated hard copy resident files such that they would pass an audit at any time
- Prepare all necessary documents and reports for annual owner certifications and audits by City and other oversight agencies
- Determine new applicants' eligibility for income-restricted apartments and facilitate new move-ins.
- Perform special departmental projects as needed (e.g. file maintenance, digitization of records, etc.)
- As a 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
- 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



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- Willingness to work overtime and flexible hours as needed in advance of compliance and audit deadlines throughout the year
 - Attend trainings and stay abreast on policy and rule changes affecting leasing and affordable housing compliance to implement any necessary changes
 - Perform other special projects relevant as needed/requested by senior team members to achieve objectives for effective property management

Other Duties

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

Qualifications

The ideal Leasing & Compliance Specialist will be able to demonstrate:

- At least a high school diploma or equivalent and at least one (1) year of direct professional experience with LIHTC and Rent Stabilization compliance in New York state prior to March 2020. **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.

Compensation: Salary commensurate with experience. MHR's current benefits package includes health, dental and vision insurance paid by the employer, 401(k) plan, and generous paid time off.

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: sit, bend, traverse, reach with hands and arms, walk, climb stairs, talk, hear, see, and use a computer for extended periods; routinely use standard office equipment; occasionally push and pull items weighing 15 pounds or less; follow written and oral instructions and procedures

Work environment: Predominantly office environment unless traveling to building sites. The noise level in the office environment is usually minimal but may increase depending on activity levels in the office.

NOTE: While the above information is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. It does not limit the assignment of related duties not mentioned.

To Apply

Submit a cover letter and resume to [tnt\(at\)workforcehousinggroup\(dot\)com](mailto:tnt(at)workforcehousinggroup(dot)com) and include “Leasing & Compliance Specialist” in the subject line.

MHR Management, Inc. is an equal opportunity employer.