



JOB DESCRIPTION FORM

POSITION TITLE: COMPLIANCE LIAISON II

REPORTS TO: COMPLIANCE LIAISON I/ VP OF PROPERTY MANAGEMENT

POSITION SUMMARY: This position will oversee compliance monitoring for established properties and assist documentation quality control.

ESSENTIAL DUTIES:

- Conduct internal monitoring of all properties
- Review and monitor changes in relevant regulatory or government agency policies (e.g. LIHTC, HUD, NYSHCR, PHFA, CDC, etc.)
- Approval of resident certification files for accuracy and compliance with program restrictions (e.g. rent limits, utility allowances, income limits) based on regulatory requirements, partnership agreements, and other program requirements.
- Maintain professional contact with various outside agencies.
- Update compliance systems and property management software when instructed.
- Assist in preparation of required compliance reporting for entire portfolio.
- Provide BostonPost software support to property management staff.
- Provide selective administrative support to the property management team.
- Work independently and within a team to complete special, non-reoccurring and ongoing projects.

KNOWLEDGE AND SKILL REQUIREMENTS: Minimum two (2) year degree. Previous property management experience desired. Applicable certifications, such as TaCC (Tax Credit Specialist) and Fair Housing training must be completed immediately upon hire. Excellent organizational skills and attention to detail required. Must be able to manage large volumes of data at a steady pace. Must also be able to switch tasks frequently.

TYPICAL PHYSICAL DEMANDS: Regularly use hands to manipulate tools, controls, phones and computer keyboard. Frequently stand, reach with hands and arms, climb, balance, and stoop. Sit and stand to do clerical work. Regularly lift and move office supplies up to 20 lbs.

TYPICAL WORK CONDITIONS: Work is performed primarily in an office environment. Employee may travel to properties when needed.

This position may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.