

HALLKEEN MANAGEMENT

Job Title: Compliance Specialist

Location: Corporate Office, Norwood, MA 02062

Hours: Full-time

Job Description:

HallKeen is seeking a qualified, motivated and experienced Compliance Specialist to assist in the everyday operations of the Compliance department. Some of the duties are file audits, completing certifications for our tax credit properties and working closely with our site staff.

The ideal candidate will have knowledge of various subsidy programs and their reporting requirements including the Low Income Housing Tax Credit program (LIHTC) and HUD. Experience with Realpage's Onesite management software is a plus. Applicants should be highly motivated and possess the ability to work autonomously.

Some travel will be required. This position reports to the Assistant VP of Tax Credit Compliance.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Debbie Anacki at 781-915-3032 or danacki@hallkeen.com.