



**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 Onsite 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 VP of Tax Credit Compliance.

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

**If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Sherri Torres at 781-915-3024 or [scobb-torres@hallkeen.com](mailto:scobb-torres@hallkeen.com)**