



Legacy is seeking a full-time Compliance Specialist responsible for scheduling recertification interviews, processing certifications (initial, interim, annual and termination) to a Public Housing portfolio of properties located in Detroit, MI. Additional responsibilities include resident notifications and obtaining verification information required to complete certifications and maintaining resident file organization in accordance with regulatory agencies. This position is a vital part of our team and is responsible for providing professional and courteous service to residents, monitoring, and ensuring timely completion of resident rent determinations. Teamwork with the ability to work independently and in a self- directed work environment is necessary to be successful.

Requirements:

- Customer service oriented
- High school diploma or GED required; some college preferred
- Multi-family Section 8, Public Housing Section 8, LIHTC, or Home related experience; or equivalent preferred
- Excellent oral and written communication skills
- Strong organizational skills with exceptional attention to detail
- Strong MS Office skills
- COS, COS-P and/or Tax Credit designations or equivalent per agency requirements within 6 months of employment
- Experience in Yardi or other property management software preferred
- Some travel required, must have valid driver's license, automobile insurance and reliable transportation

Qualified candidates should email your resume to: emeraldsprings@legacypmc.com

An Equal Opportunity Employer, our employees are our most valuable asset and Legacy is committed to fostering, cultivating and preserving a culture of diversity and inclusion. The collective sum of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and Legacy's achievement as well.