



Compliance Specialist (Downtown Portland)

Income Property Management is seeking a professional and career oriented individual to join our team. The successful candidate should have either on-site or compliance department experience processing Low Income Housing Tax Credit (LIHTC or Section 42) certification paperwork. Experience with other affordable housing programs such as HUD Section 8, 202, and/or 811 projects a plus.

Responsibilities Include:

- ~ Work closely with site and corporate staff to ensure regulatory compliance with housing program layers
- ~ Perform tenant file audits, ensure site staff successfully resolve any issues found
- ~ Provide corporate administrative support, including timely data entry into compliance reporting systems, filing, and ongoing file maintenance
- ~ Daily use of Outlook, Word, Excel, as well as compliance software applications

Candidate must have excellent math skills, a good command of both oral and written communication methods, and have strong organizational skills. Familiarity with property management compliance software is strongly preferred (Real Page and/or Yardi).

Income Property Management has been a leader in the property management field for over 40 years. We offer a competitive benefits package for full time employees including health, vision, dental, AFLAC supplemental insurance, a flexible spending medical savings account, direct deposit and a 401k with company match. We also provide paid sick, vacation, and holiday pay.

A pre-employment background check and drug screen are required on all final candidates.

Submit cover letter, resume, and salary expectations to resumes@ipmco.com, please indicate you are interested in the Compliance position.

Salary DOE.