

<b>Job Title</b>	Compliance Analyst
<b>Organization</b>	FinePoint Associates, LLC
<b>Description</b>	<p>FinePoint Associates, LLC is a Massachusetts-based consulting firm with clients throughout the United States. Our economic development consultants and affordable housing finance experts provide specialized technical services to public agencies, nonprofits, real estate developers, financial institutions, business organizations and social enterprises.</p> <p>We are currently seeking to fill a position in our Affordable Housing Services Division. The position is in program compliance monitoring for sites throughout the Commonwealth of Massachusetts. Our clients are Participating Jurisdictions who administer Federal HOME funds, as well as the funding sources listed below, for affordable housing development.</p> <p>This group conducts site monitoring visits to determine compliance with funding rules and regulations for rental housing and first time homebuyer programs (including HOME, HIF, HSF, CIPF, CATNHP, TOD, CBH and/or AHTF soft subsidy programs and LIP) to ensure that the properties are in good physical and sound financial condition and that all specific contract and loan requirements are being met. Results of the monitoring review are written into a report and submitted to the client for distribution to property owners and managers.</p> <p>The ideal candidate is familiar with compliance monitoring, real estate asset management and the principles of real estate financing. The candidate is able to analyze property operating statements and cash flow statements. He/she has experience with property management and understands minimum property standards; how a site should be maintained and managed. He/she has excellent writing skills and general communication skills; can manage multiple assignments simultaneously and meet required deadlines. He/she can demonstrate the ability to work independently and arrange a schedule to meet the requirements of the job. He/she meets deadlines without reminders. Finally, the ideal candidate has demonstrated proficiency using Microsoft (MS) Word, Excel and PowerPoint.</p> <p><b>PREFERRED QUALIFICATIONS:</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of the principles and practices of property management.</li> <li>2. Knowledge of the principles and practices of real estate asset management.</li> <li>3. Knowledge of program compliance monitoring.</li> <li>4. Knowledge of federal, state and local resources to support the development of affordable housing, including permanent, transitional and special needs housing; especially; HOME, HIF, HSF, CIPF,</li> </ol>

- CATNHP, TOD, CBH and AHTF soft subsidy programs and LIP
5. Ability to understand, explain and apply complex laws, regulations, guidelines and procedures regarding affordable housing programs.
  6. Ability to communicate effectively in written and oral expression, including the ability to make public presentations to different audiences.
  7. Ability to work independently and within a team, and to take initiative while understanding/respecting boundaries.
  8. Ability to work efficiently and effectively, gather information, draw conclusions and make recommendations related to the Program activities/guidelines/policies.
  9. Ability to manage a variety of tasks, organize workload and meet required deadlines.
  10. Ability to assume a leadership role in a team setting and to facilitate group participation/process.
  11. Excellent computer skills, including MS Excel, Word, and PowerPoint.

#### MINIMUM QUALIFICATIONS.

Bachelor of Arts, or Equivalent

At least four years of full-time, or equivalent part-time, professional experience in real estate management, property management, affordable housing program management, affordable housing program development or affordable housing program administration.

Special Requirements: Possession of a current and valid Massachusetts Motor Vehicle Operator's License is required, as travel by car to different property locations throughout the Commonwealth is part of the job. Note: All Analysts work from their own homes, using own computer equipment. Analysts make their own schedule for the most part, and work independently. This freedom has allowed current staff to participate in various life interests that a traditional job schedule does not allow. Compensation is based on hourly pay rates. Variations to this current arrangement may be possible.

#### PAY RANGE:

Pay is determined by years of experience and education directly related to the position.

Please attach a resume when applying for this position.

FinePoint Associates, LLC is An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

<b>Contact Name</b>	Elaine Nickerson
<b>Application Instruction</b>	<p>Application Requirements Interested applicants must submit a resume, writing sample and references by email to:</p> <p>Email: <a href="mailto:elaine@FinePointAssociates.com">elaine@FinePointAssociates.com</a></p> <p>Please <b>do not call</b> about this position. FinePoint will follow up pending review of your application.</p>