



Compliance Coordinator

Department: Asset Management
Reports to: Compliance Specialist II
FLSA Status: Non-Exempt

Position Summary: This Compliance Coordinator is responsible for day to day compliance duties and administration across SAHA's portfolio of properties, in accordance with all rules and regulations set forth by the Department of Housing and Urban Development, the California Tax Credit Allocation Committee, all investors, other regulatory agencies, and SAHA and its affiliates. Duties include monitoring and maintaining property waitlists, enforcing policies and procedures, and serving as a compliance resource for Property Management staff.

Primary Duties & Responsibilities include but are not limited to the following:

- Monitors waitlist management, coordinates with and trains site staff annually to ensure timely and accurate annual waitlist updates.
- Monitors waitlist statuses to determine the need to open or close waitlists. Coordinates with site staff to determine waitlist opening and closing dates, including developing translated flyers, updating applications and SAHA website, and interest list emails.
- Creates and manages watchlist process for existing properties which exceed benchmarks for filling vacancies [timing, # of vacancies, etc].
- Provides regular waitlist management training.
- Creates marketing materials for leasing of properties and maintains contact information for all referral agencies.
- Monitors and updates LAP annually for each property by conducting the four-factor analysis to determine appropriate language assistance.
- Reviews and assess Affirmative Fair Housing Marketing Plan annually and update as necessary.
- Monitors and reports on-going leasing activities and works with PM department to ensure vacancies are leased per regulatory agreements. Provides regulatory requirements, leasing strategies, timeline and referral agencies/contacts to PM Department to ensure timely and accurate filling of vacancies.
- Reviews and approves new move-in files for accuracy and compliance with rent, utility allowances, income limitations, and all other regulatory requirements, partnership agreements and other program requirements involved.
- Conducts post move-in file review in accordance with compliance procedures and specified timelines.
- Performs administrative duties including data entry of rent and income limits, and uses data to analyze and problem solve utilities allowance issues.
- Updates forms, maintains organization of data, and performs other administrative duties including data entry into property management software.
- Provides onboarding training to new staff about general compliance policies and procedures.
- Serves as a resource to staff for questions around compliance and procedures.
- Enforces compliance of rules and regulations with staff and applicants.
- Provides feedback to Compliance Manager regarding inquiries and frequently asked questions received from staff to better inform and improve policies, procedures, training materials, etc.
- Performs special projects as assigned by supervisor or department management.
- Additional duties as assigned

Requirements/Qualifications

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Experience in affordable housing and/or property management is preferred.
- Must be proficient in Microsoft Excel and Word.
- Experience with Yardi is a plus.

Certificates, Licenses & Registrations:

- Fair Housing Certification or attainment within one year of hire.
- Current Certified Occupancy Specialist (COS) and Tax Credit Specialist (TCS), or attainment within one year of hire.

Abilities and Attributes:

- Ability to manage multiple projects simultaneously in a timely manner with minimal supervision.
- Must be highly detail-oriented and accurate.
- Must have strong organizational skills.
- Must be able to receive and follow-through on verbal information/instructions over the phone, via e-mail, and in person.
- Must be pro-active in identifying and proposing solutions with the ability to exercise sound judgment in all matters.
- Ability to conduct research, coordinate multiple projects, solve problems, prepare/update supporting documentation and maintain records.
- Ability to work under pressure and successfully meet deadlines.
- Must have excellent decision-making, interpersonal and time management skills.
- Ability to handle shifting and multiple priorities in a fast paced, growth environment.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Effective verbal and written communication skills.
- Ability to work collaboratively with property staff and across departments.
- Must be able and willing to travel to all property locations to conduct file audits as necessary.
- Ability to interact with individuals of diverse economic, social, and ethnic backgrounds.
- Ability to work harmoniously in a multi-cultural team.

Supervisory Responsibilities:

- None

Mathematical Skills:

- Must be able to work with mathematical concepts such as probability and statistical inference.
- Must be highly accurate in all mathematical computations.

Physical Demands:

- Position requires simple grasping and fine manipulation, sitting at a desk and using a computer for extended periods of time, moderate use of telephone, standing, walking, bending and reaching.
- Requires occasional lifting or moving of objects up to 15 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Approximately 20% of the position involves travel (driving) throughout the Bay Area.

Work Environment:

- Normal office environment, business casual attire.
- Frequent travel throughout the Bay Area is necessary. Exposures to fumes, dust, and other environmental elements may occur.

This job description is not inclusive of all responsibilities, skills, requirements, efforts or working conditions associated with this position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to modify the position or to require that other or different tasks be performed when circumstances change. This job description replaces all previous descriptions for this position.

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