



Compliance Specialist II

Department: Asset Management & Compliance
Reports to: Compliance Manager
FLSA Status: Non-Exempt

Position Overview: The Compliance Specialist II is responsible for a portfolio of SAHA properties, ensuring strict compliance 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, SAHA and its affiliates. This position supervises the Compliance Coordinator and is also responsible for general compliance duties such as monitoring property file audits, completing investor reports, enforcing policies and procedures, and serving as a compliance resource to Property Management staff.

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

- Supervises the Compliance Coordinator. Supervision includes, but is not limited to coaching and mentoring, performance management, accountability and development.
- Monitors waitlist management to ensure compliance with SAHA policies and procedures.
- Oversees annual updates for LAP and Affirmative Fair Housing Marketing Plan for each property.
- Provides technical support to PM department in setting up the compliance requirements during leasing of new, rehabbed and existing properties.
- Acts as HUD Online Secure Systems Coordinator for the purposes of REAC, EIV, TRACS, etc.
- Provides access to and account management of Enterprise Income Verification (EIV)
- Monitors annual and interim recertifications and coordinates with site staff to ensure timely and accurate completion.
- Reviews and approves annual and interim recertifications.
- Provides regular recertification training to site staff.
- Manages and conducts internal on-site file audits, and works with staff to ensure maintenance of system for tracking timelines.
- Supports site staff in preparation of inspections, specifically around the occupancy requirements.
- Drafts and coordinates responses to partners, investors, regulatory inspections, and audits
- Manages voucher transmissions to ensure monthly HAP payment.
- Completes investor reports ensuring compliance with requirements.
- Participates in evaluation and decision making on reasonable accommodation requests. Maintains system for tracking requests related to Section 504 of the Rehabilitation Act.
- Processes appeals related to application denials.
- Analyzes and tracks unit designation swaps, over/under occupancy, and over- income households, and proposes resolution to ensure compliance with regulatory agreements.
- Produces monthly and quarterly Enterprise Income Verification (EIV) reports. Reviews reports and instructs site staff when there are discrepancies.
- Coordinates property lease file testing to ensure audit finding resolutions are completed by site staff and communicated to auditors.
- Works with Property Managers and Supervisors to ensure file retention practices are tracked and processed in accordance with compliance procedures and regulatory requirements.
- Enforces compliance of rules and regulations with staff and applicants.
- Regularly spot check files approved via the 3rd party file review consultant.

- 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.
- Responds to staff questions regarding compliance policies and procedures, as well as compliance related issues with Yardi.
- Recommends changes to compliance policies and procedures, and coordinates policy and procedure roll out under the guidance of the Compliance Manager.
- Performs administrative duties including data entry into property management software.
- Provides onboarding training to new staff about general compliance policies and procedures.
- Attends preparation/preliminary lease-up meetings for new properties.
- Performs special projects as assigned by supervisor or department management.
- Additional duties as assigned.

Qualifications: Skills, Knowledge and Abilities

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:

- Minimum 2 years of related experience in affordable housing and/or property management.
- Minimum 1 year of supervisory experience. Related informal supervisory or leadership experience may satisfy this requirement.
- Must be proficient in Microsoft Excel and Word.
- Proficiency in Yardi is preferred.
- Bachelor's degree (in any field) is a plus.

Certifications or Licenses:

- Current Fair Housing Certification.
- Current Certified Occupancy Specialist (COS).
- Current Tax Credit Specialist (TCS).

Skills, Knowledge & Abilities:

- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Ability to handle daily responsibilities and projects with minimal direction.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Must be pro-active in identifying and proposing solutions with the ability to exercise sound judgment in all matters.
- Excellent written, oral and presentation skills, writing sample required.
- Must be accurate and highly detail-oriented with follow-through skills.
- Ability to work collaboratively with different levels of management, government agencies and other internal and external stakeholders.
- Proven 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.
- Excellent decision-making, interpersonal and time management skills.
- Must be able and willing to travel to all company locations to carry out duties and responsibilities associated with compliance and occupancy issues.

- Ability to handle shifting and multiple priorities in a fast paced, growth environment.
- Flexible, creative and well organized.
- Ability to work harmoniously in a multi-cultural team.

Supervisory Responsibilities:

- Directly supervises Compliance Coordinator

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply concepts such as fractions, percentages, and proportions to practical situations.

Physical Demands:

- Simple grasping and fine manipulation, sitting at a desk, and using a computer and telephone for extended periods of time.
- Intermittently twisting to reach objects near the desk, standing, walking, bending reaching and occasionally lifting or moving objects which may weigh up to 25 pounds.
- Approximately 20% of the position involves travel throughout the Bay Area.

Work Environment:

This job is mainly conducted in an open office environment where noise and temperature variations are minimal. Teleworking may be available approximately 2 days a week; however, this may change based on department and organizational meetings and trainings that may need to occur in person. This role may include traveling to properties within SAHA's portfolio depending on any investigation needs, events or trainings. This role may also include peaks of stress related to urgent employee relations matters.

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.

At SAHA, we are committed to working towards Equity, Diversity, and Inclusion every day.

We believe that every person deserves a home and that our staff should reflect the diversity of the communities we serve. As an equal opportunity employer, we seek to foster an environment that values and respects the differences of our staff because we know that as an organization we are stronger and benefit from the experiences and perspectives that only a diverse and inclusive community brings.

Satellite Affordable Housing Associates is an Equal Opportunity Employer.