



Compliance Specialist

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

Position Summary: The Compliance Specialist 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 is also responsible for general compliance duties such as monitoring property file audits, completing investor reports, enforcing policies and procedures, and serving as a resource to property staff regarding compliance.

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

- 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.
- Assists site staff in preparation of inspections, specifically around the occupancy requirements.
- Drafts and coordinates responses to partners, investors, regulatory inspections, and audits
- Oversees voucher transmissions to ensure monthly HAP payment.
- Completes and/or coordinates completion of investor reports to ensure compliance with reporting requirements.
- Advises and makes decisions 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.
- Manage HUD contract renewals and Auto-OCAF/Rent Schedule renewals.
- 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.

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:

- Minimum 1 year of related experience in affordable housing and/or property management.
- Must be proficient in Microsoft Excel and Word.
- Proficiency in Yardi is preferred.
- Bachelor's degree (in any field) 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 work independently and exercise strong leadership skills.
- 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.
- Excellent communication skills, written and oral.
- Ability to work collaboratively with property staff, across departments, and with government agencies.
- Must be able and willing to travel to all property locations to carry out duties and responsibilities associated with compliance and occupancy issues.
- 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.

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Able to analyze and review financial data.
- 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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