



CLASS TITLE: Compliance Specialist
POSITION STATUS: FULL TIME
FLSA STATUS: EXEMPT
EFFECTIVE DATE: NOVEMBER 09
REVISED:

GENERAL NATURE & SCOPE OF WORK

Under general direction and supervision of the Senior Asset Manager, the Compliance Specialist is responsible for oversight of a complex portfolio of multifamily assets within the LINC portfolio, ensuring compliance with contractual, lender, and agency requirements and keep current on all changes in affordable housing regulations.

ILLUSTRATIVE EXAMPLES OF WORK/ESSENTIAL FUNCTIONS

- Internal reporting: Maintain and keep current all required internal periodic reports and keep the asset management system up to date on each asset
- External reporting: Coordinate the preparation and the mailing of compliance and other due diligence reports to local government agencies
- Investor/lender reporting: Prepare and submit interim and annual performance reports and information as required by the investor or lender
- Welfare exemption filing: Coordinate the preparation and the mailing of the annual welfare exemption filing and any initial filings on each asset
- Annual owner certification: Coordinate the preparation and mailing of the annual owner certification to the appropriate state, local and/or federal agency on each asset
- Risk management for each property and corporate: Coordinate the annual renewals, follow-up and log incident reports and other insurance related issues, as needed. Promptly notify Owner of any notices received from lenders, regulators, or other stakeholders indicating default, lack of compliance, etc.
- Property insurance for each property: Review coverage to ensure compliance with any contractual agreement and follow-up on any issues
- First Year Compliance: Ensure that all tax credit projects and all bond projects first year tenant files are in 100% compliance and have been copied and filed in an "off-site" and/or central location
- Compliance for each property: Ensure that all residents meet the eligibility requirements as provided by the governing regulatory documents
- Non-compliance: Report to the Senior Asset Manager any non-compliance issues, including but not limited to 8823's, poor REAC scores on each asset
- Troubled assets: Take the lead responsibility and be accountable for finding, recommending, and implementing solutions for properties which are not meeting compliance requirements
- Due diligence: Manage the preparation of any due diligence effort for new projects
- Property management performance oversight for each property: Report to the Senior a
- Asset Manager any compliance issues or concerns, as appropriate
- Periodic site inspections for each property: During the calendar year, assist the Asset Managers with on-site compliance reviews.
- Regulatory agencies of each property: Build and maintain relationships with local and regional offices of various regulatory agencies that have a stake in LINC's asset's performance

- Administrative Duties: Facilitate and support corporate staff with administrative duties as needed.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Affordable housing, Fair Housing laws, mobile home laws, property management/operations and practices
- Financial analysis
- Legal document analysis as it pertains to compliance and affordable housing codes

Skill Level:

- Proficient in speaking and writing in English
- Superior writing, communication skills and attention to detail
- Strong analytical skills for financial and industry data
- Strong organization skills
- Proficient in the use of personal computers and related software applications for compliance/property management and asset management
- Excellent interpersonal skills for establishing and maintaining effective working relationships with staff, other Studio Directors, investors, Board members, regulatory agencies, lenders, property management companies, and other business stakeholders

Ability to:

- Work as an effective member of a team and in a collaborative manner with staff, peers, and supervisor.
- Work in complex organization with multiple relationships
- Develop consensus within and between diverse groups
- Read, interpret and comment on complex documents, such as legal documents, regulatory agreements, and compliance regulations
- Efficiently organize complex and variable data; prepare and present business information to staff employees, Board, investors, lenders, and other stakeholders
- Manage sensitive information and transactions
- Communicate effectively, both orally and in writing
- Provide technical assistance on complex compliance issues in a simple, straightforward manner
- Maintain flexibility in operating and focusing on multiple projects in a manner that is sensitive to deadlines and changing priorities
- Proficiently work with spreadsheet software and Microsoft Office
- Read and interpret financial statements
- Work with the Senior Asset Manager and develop action plans for non-compliant properties

EDUCATION & EXPERIENCE

A combination of education and related experience may substitute for education requirements; however, achievement of degrees and related experience is preferable.

- BS in Real Estate, Finance or Business, or related field **and**
- 5 or more years experience in property management, asset management, or housing regulatory organization/agency with an emphasis in compliance oversight
- Current compliance certificate – HCCP, CP3, NCP, CSC, etc

PHYSICAL DEMANDS/WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands
- While performing the duties of this job, the employee is frequently required to sit and use a keyboard
- Travel by various modes of private and commercial transportation within the region may be required
- Occasional fieldwork is required
- Must be physically capable of lifting, bending, climbing, standing and walking, especially pertaining to inspection of buildings where navigation of stairs, crawl spaces, attics, roofs, etc. will be required

The statements contained in this class specification reflect general details as necessary to describe the principle functions of this class, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

Salary:

Salary competitive and commensurate with experience - excellent benefits.

Selection Process:

Please submit resume and cover letter with salary history to:

jobs@linchousing.org

OPEN UNTIL FILLED

Posted: December 2009