

Rural Communities Housing Development Corporation

Position Description

Position Title	<i>Compliance Specialist</i>
Position Class	<i>Non-Exempt</i>
Supervisory Responsibilities	<i>None</i>
Reports to	<i>Director of Property Management</i>
Work Site	<i>Corporate Office</i>

General Duties and Responsibilities

The Compliance Specialist ensures that the corporation is current with HUD, RD, TCAC, HOME, et al, regulations. The Compliance Specialist facilitates the daily activities of Property Management as it relates to tenant subsidies and other project reporting and monitoring requirements.

The Compliance Specialist is responsible for assisting with the training of the property management department employees as it relates to regulatory and compliance requirements. Key responsibilities include monitoring and reporting non-compliance issues to the appropriate Regional Manager and or site staff. They will assist the department with implementation of new policies and procedures and the planning, implementation and maintenance of the housing management program.

The Compliance Specialist formulates the procedures for systematic retention, protection, retrieval, transfer, and disposal of records in compliance with regulatory requirements. They will maintain a schedule/calendar of required compliance reporting to multiple funding and governing agencies.

Job Duties and Responsibilities

1. Routinely perform site file reviews and assist with all tenant certifications and lease ups.
2. Create and maintain main office records system.
3. Develop, prepare, and submit compliance reports on a monthly, quarterly, and annual basis to various funding and governing agencies.
4. Monitor TRACS and MINCS error messages and take corrective action to keep the company in compliance at all times.
5. Assist in updating and maintaining Property Management Operation Manuals.
6. Collect information from staff as needed to facilitate accurate and timely reporting.
7. Other duties as assigned.

Qualifications

Qualifications include:

1. An associate's degree from an accredited college or university in accounting, business administration, real estate or related field; or a minimum of two years of relevant experience completing similar duties and responsibilities as outlined above;
2. Working knowledge of HUD, RD, TCAC, HOME, et al, procedures, policies, and regulations;
3. Working knowledge of landlord-tenant law, contract law;
4. Ability to write business correspondence and procedures. Ability to effectively present information and respond to questions from individuals.
5. Ability to effectively train individuals in policy and procedures;

6. Ability to analyze technical procedures and instructions and write technical procedures and instructions;
7. Ability to collect data, establish facts, and draw valid conclusions;
8. Staff training skills;
9. Must demonstrate good verbal and written communication skills;
10. General bookkeeping skills and knowledge of accounting principles;
11. Ability to read, understand, and interpret government regulations;
12. Experience working with data software;
13. Ability to learn and utilize property management software;
14. Ability to organize, work and prioritize tasks to meet deadlines;
15. Possession of a valid California Driver's License, a good driving record, and automobile insurance per requirements of the State of California. Also have reliable transportation and willingness to use own automobile on job.
16. A working knowledge of Microsoft Office; proficient in Excel, Word, graphic software and facility with the Internet.
17. Ability to organize work and priorities to meet deadlines.
18. Bondable

Working conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

Physical requirements

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

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this classification, the employee is often required to stand; sit; walk; talk; hear; use hand to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, employee is regularly required to walk; sit; use hands to handle objects/operate keyboards, tools or controls; reach with hands and arms; stoop; kneel and crouch; talk and hear.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that Rural Communities Housing Development Corporation may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Date: _____

Employee Printed Name _____

Employee Signature _____