

NORTH CHARLESTON HOUSING AUTHORITY

JOB TITLE: COMPLIANCE SPECIALIST

DEFINITION & PURPOSE:

The primary purpose of this position is to help ensure on-going affordable housing program(s) compliance and adherence to NCHA Operation policies. The Compliance Specialist has the overall responsibility for compliance monitoring, conducting audits, overseeing reporting and record keeping as well as training staff. The Compliance Specialist must be well versed in affordable housing, an excellent in-depth content knowledge and ability to train staff on HUD PIH, IRS Section 42 (LIHTC program), as well as function, including but not limited to: eligibility, waiting list processes, citizenship rules, student rules, income, assets, allowances, next available unit rule, vacant unit rules, transfer rules, reasonable accommodations, EIV reporting and discrepancy functions, fair housing, limited English proficiency, HAP processes, rent schedules and utility allowance processes.

The Compliance Specialist will be based at the main NCHA office with a requirement to monitor multiple Affordable Housing communities in the North Charleston area. Work is performed under the general supervision of the Executive Director.

CHARACTERISTIC FUNCTIONS & DUTIES:

- Conduct regular desk audits and/or site visits to review a sampling of move-in's, Annual recertifications, Interim recertifications, move-out and waitlist activity to help ensure proper use of current forms, that system information matches physical file, documentation is completed, signed, and properly stored, etc.
- Ensure compliance with all LIHTC and HUD rules and regulations.
- Regularly review Recertification schedule to ensure all re-certifications are processed as required and communicate daily with the Director of Housing Choice Voucher Services.
- Conduct audit for the Section 8 Management Assessment Program (SEMAP) to measure the PHA's performance and administration of the housing choice voucher program.
- Monitor utility allowance to help ensure UA in use is current.
- Conduct all business in accordance with company policies and procedures, Fair Housing, Americans with Disabilities Act, Fair Credit Reporting Act, and all other laws pertaining to apartments.
- Assist, as needed with the completion of the Tenant Selection Plan (TSP), Affirmative Fair Housing Market Plan (AFHMP) and Language Assistance Plan) LAP for established properties as well as any other documents as required.
- Maintains compliance with EIV and other HUD compliance protocol.
- Keep up to date on all new IRS regulations as they relate to tax credit properties.
- Keep current on all changes to Section 8, fair housing standards, compliance, and other applicable housing programs.
- Perform other duties, assignments and special projects and reports as assigned.

WORKING CONDITIONS:

- Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, etc.
- Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Work involves sitting, walking or standing for periods of time.
- Requires a sighted individual (vision corrected to 20/20) for computer usage and significant English reading skills.
- Requires an individual with normal hearing (i.e., hearing corrected to normal ranges) for telephone contact with clients/landlords, as well as for taking and relaying messages.

- Significant computer input duties require sufficient manual dexterity to type at a speed of 45 wpm.

SKILL REQUIREMENTS:

- Knowledge of HUD's HCV program, occupancy, recertification, housing quality standards, and SEMAP processes, policies, and procedures.
- Requires the ability to be a motivated self-starter who can work with minimum supervision.
- Requires willingness and flexibility to take new perspectives and apply them to day-to-day work.
- Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
- Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor.
- Requires ability to read a variety of policy and procedure manuals, regulations, applications, etc.
- Requires the ability to prepare required reports, correspondence, etc. with proper format, punctuation, spelling, and grammar, using all parts of speech.
- Requires the ability to speak with and before others with poise, voice control, and confidence.
- Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Requires the ability to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.
- Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.
- Knowledge of topics related to primary occupation.
- Must have the ability to comprehend and interpret received information and to understand and implement basic office machinery functions.
- Requires the ability to record and deliver information.
- Requires the ability to explain procedures, to follow verbal and written instructions.
- Must be able to communicate effectively and efficiently with people of a variety of educational and cultural backgrounds.
- Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time.
- Requires the ability to inspect items for proper length, width, and shape, and visually read various information.
- Requires the ability to coordinate hands and eyes using office machinery.
- Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc.
- Must have minimal levels of eye/hand/foot coordination.
- Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.
- Requires the ability to deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.
- Requires the ability to talk and hear: (talking expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

QUALIFICATIONS FOR THIS POSITION:

- Knowledge of Fair Housing Laws.

- Min 5 years of multi-family management experience
- Min 5 years LIHTC and HUD certification and compliance.
- Min 3 years' experience with Project Base Section 8
- Min 2 years as a Certified Occupancy Specialist
- Tax Credit (LIHTC) certification / HUD experience
- Min 3 years in Microsoft Office Suite
- Advanced knowledge of HUD policies and procedures.
- Proficient in HUD EIV and HUD MOR requirements.
- Willing to make regular on-site visits.
- Affordable Housing certifications.
- Adhere to tight deadlines and quick turnaround for deliverables.
- Ability to work collaboratively in a dynamic environment where adaptability is imperative.
- Strong written and oral skills.
- Accurate with a strong attention to detail.

NOTE: This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.