



## Compliance Specialist

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Piedmont Housing Alliance's mission is to create affordable housing opportunities and foster community through education, lending, and equitable development.

### **PRIMARY FUNCTION**

The Compliance Specialist supports the successful operation of our portfolio of affordable housing communities by ensuring compliance with internal policies/procedures and subsidy-specific regulations and guidelines.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Works with National Center for Housing Management to create and maintain a successful and organized compliance department.
2. Provides timely review of all full move-in files and re-certifications for managers, with consistent as well as enlightening feedback.
3. Monitors waitlists and EIV master binders for compliance with federal regulations and requirements.
4. Reviews and submits all TRACS & MINC submissions.
5. Works with Regional Community Manager to develop and provide training to educate and inform site teams of requirements and responsibilities.
6. Responds to inquiries, phone calls, correspondence, and email in a timely and responsive manner.
7. Assists in preparing and submitting Affordable Housing documents, such as Management Entity Portfolio, Project Owner's Certification for Owner-Managed Multifamily Housing Projects, Affirmative Fair Housing Marketing Plans, Tenant Selection Plans, responses to audits, 8823s, utility allowance changes, gross rent increases, etc.
8. Ensures operation within all compliance regulations based upon federal, state, or other funding program designation (set-aside).
9. Works with Regional Community Manager and National Center for Housing Management to design, assign, schedule, and carry-out a comprehensive internal audit function with appropriate follow-up to monitor and assure company-wide compliance.
10. Stays abreast of changes in relevant affordable housing, rent regulation, and other laws and regulations applicable to the multifamily real estate industry; initiates training to facilitate appropriate changes company-wide.
11. Pursues and maintains required certifications for LIHTC (HCCP/SHCM) and participates in training as necessary (BOS, TCS, and yearly VHDA classes).
12. Participates in staff and team meetings.
13. Performs other duties as assigned.

## KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of LIHTC requirements, specifically Virginia Housing Development Authority Tax Credit qualification and compliance.
- Knowledge of Virginia Department of Housing and Community Development (DHCD) HOME qualifications and compliance.
- Knowledge of multi-layered affordable communities.
- Knowledge of HUD Section 8 Occupancy Regulations as detailed in HUD Handbook 4350.3
- Knowledge of RD requirements.
- Knowledge of HUD 202 requirements.
- A demonstrated ability to deal effectively and professionally with coworkers, clients, partners, third-party stakeholders, and supervisors.
- Effective written and verbal communication skills.
- Must be organized, detailed oriented, and able to plan, prioritize, multi-task and meet deadlines.
- Enthusiasm, good attitude, initiative, trustworthiness, personal integrity and honesty.
- Ability to meaningfully engage with issues of racial equity and inclusion.
- Ability to work autonomously and understand when to involve supervisor.
- Self-motivated, with an ability and dedication to learn new skills quickly, keep up to date technically, and apply new knowledge to your job.
- Enthusiasm for learning and seeking answers when not apparent.

## QUALIFICATIONS

- Minimum experience: three years in property management of affordable housing communities.
- Experience with multi-layered affordable communities.
- Experience in Virginia compliance (VHDA, DHCD).
- Minimum education: high school diploma.
- Computer skills, with strong working knowledge of the primary Microsoft Office programs and property management software (OneSite).
- Must own or consistently have a vehicle available for travel between ten communities in the Charlottesville area.
- Ability to successfully pass a background check and other pre-employment screening.

## SALARY AND BENEFITS

Salary range for this position is \$45,000 to \$60,000, based on skills and experience; benefits include medical insurance, dental insurance, disability and life insurance, 401(k) retirement plan with company contribution and matching, employee assistance program, and professional development opportunities.

## TO APPLY

Please send cover letter and resume to [careers@piedmonthousing.org](mailto:careers@piedmonthousing.org) by December 16<sup>th</sup>.

**Piedmont Housing Alliance is an Equal Opportunity Employer.** We are committed to building a team that values diverse perspectives, inclusive policies, and equitable practices. Candidates of all races, ethnicities, nationalities, religions, genders, sexual orientations, ages, and abilities are encouraged to apply.