



**Rental Housing
Compliance Specialist
Job Description**

Overview: Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position: The Compliance Specialist is essential to effective and efficient operation of the Rental Housing Department. The majority of the homes owned and managed by the organization were constructed under the Low Income Tax Credit (LIHTC) Program governed by Section 42 of the Internal Revenue Code, some with additional HOME funding. Complying with the strict eligibility requirements is paramount to our continued participation in the program and our continued ability to provide affordable housing. The Compliance Specialist must possess (1) the technical expertise to interpret federal regulations and agency requirements, (2) successfully complete lease certification and recertification for 405+ LIHTC, HOME, and market rate units, and (3) report monthly, quarterly, and annually to federal, state, and local administrators.

Responsibilities include, but are not limited to:

- Income qualify applicants for initial move-in and prepare move-in documents for Property Manager
- Enter new resident information into Appfolio Software and create new resident files
- Send lease renewal notice 120/90/60/30 days in advance with applicable rent increase.
- Prepare lease renewal and sign documents with resident prior to lease expiration
- Enter monthly occupancy reports through MHDC AMRS system by the 10th of every month
- Enter quarterly utility information through MHDC AMRS by the 10th of every quarter
- Enter annual resident certifications through MHDC COL database by the 15th of every year
- Submit quarterly HOME reports to STLCO
- Submit quarterly NSP reports to STLCO
- Help Manager prepare documents for MHDC and STLCO audits
- Advise Rental Housing Staff on updated compliance procedures and regulatory requirements
- Ensure that utility allowances are checked quarterly with HUD or PHA
- Work closely with Occupancy Specialist and Senior Housing Property Manager, conducting an initial lease up
- Review and submit first year files to third party verifiers and partners, prior to approving
- Ensure compliance with Fair Housing standards and schedule annual training for all department staff
- File resident documents
- Maintain neat and organized files, storage, and work space
- Other duties as assigned by Rental Housing Manager



Personal Qualities:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions-oriented attitude. Shares a deep respect for the community, its stakeholders, and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement.

Preferred Experience and Qualifications:

- Bachelor's degree preferred or equivalent experience.
- Certified in Low Income Housing Tax Credit, section 42 compliance
- Certified in HOME compliance
- Certified in Fair Housing

Supervisor:

- Rental Housing Manager

Supervises:

- NA

Salary and Benefits:

- Full-time salaried position with benefits for full-time position as determined by current Beyond Housing HR.

Application Instructions:

Please send resume and cover letter to hr@beyondhousing.org by February 1, 2019. For more information on Beyond Housing, visit www.beyondhousing.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.

ADA – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

Diversity & Inclusion Statement At Beyond Housing, we are committed to promoting **Diversity, Inclusion, and Equity** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.