



Job Description

Job Title – Compliance Coordinator

Nature of Work:

The Compliance Coordinator reports directly to the Chief Financial Officer. The Compliance Coordinator is responsible for ensuring that our rental activities adhere to laws, regulations, and policy set forth by regulators (local, state, federal) and any other affiliate internally or externally. The Compliance Coordinator will collect, analyze, and distribute data for use in the organization's housing management, development, and advocacy activities.

As a member of the Leadership Team, the Compliance Coordinator must be dependable and understand the policies and procedures and strategic plan of Affordable Housing Advocates.

Job Essentials:

- Commitment to core values of Excellence, Compassion, Stewardship, and Inclusiveness.
- Possess the ability to comprehend the importance of and confidential nature of all information.
- Speak, write, read, and understand the English language well enough to perform the essential duties of the job.
- Ability to meet deadlines.
- Reliable transportation and possession of valid driver's license. May be required to travel throughout the day and commence the workday at different locations.
- Possess math skills for adding, subtracting, multiplying, and dividing sufficiently to perform the required tasks.
- Possess the dexterity to use a computer, telephone, and other office equipment.
- Must be able to hear with or without amplification devices.
- Demonstrate critical thinking skills, along with a self-motivated and goal-oriented attitude.
- Able to lift 10 pounds.

Job Duties:

- Keeps up to date on regulatory development within and outside of the organization to ensure best practices in compliance control.
- Executes scheduled compliance reviews to ensure that the residential sites follow applicable policies and procedures and are in compliance with internal and external regulations. Reviews will include move-in, existing, and move-out resident files.
- Identifies and reports on non-compliance, calculation errors, and training needs.
- Maintains data on residential activities on our current portfolio. Conducts data research for potential developments.
- Provides timely and accurate reporting for data collected on a monthly, quarterly, annually, and/or as-needed basis.
- Reviews and works closely with Property Managers to identify compliance issues and provides advice and/or training.
- Updates policy and procedure manuals with input from the Leadership Team.

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- Assists the AHA team with new acquisitions, dispositions, and special projects, including updating documents and gathering/reviewing data.
- Makes recommendations to the Executive Leadership Team as deemed necessary.

Other Duties:

Other duties as assigned by the Chief Financial Officer and/or another member of the Executive Leadership Team. Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Education and Experience:

- High school diploma or GED required, along with education/experience in administration, human services, or management.
- Knowledge of residential property management, along with two-five years of rental housing multifamily programs (i.e., HUD, USDA-RD, PHFA).
- Experience working with various Microsoft Office software programs (Outlook, Word, Excel) and various web applications.
- Experience with OneSite or similar affordable housing software program preferred.
- After six months of employment, if not previously certified, will be required to participate in Manager of Assisted Housing (or similar, nationally recognized, and accredited) training.
- Well-developed interpersonal skills, time management and crisis management skills; organization and prioritizing abilities; attention to detail and accuracy; sound judgment and reasoning ability; excellent written and oral communications skills; and ability to meet deadlines.

Work Conditions:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, and filing cabinets. This is a smoke-free environment.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee will be seated for long periods of time.

Supervisory Responsibilities:

The Compliance Coordinator does not perform any supervisory duties.

FLSA Status: Exempt

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Signature:

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the Compliance Coordinator position.

Employee

Date