

Compliance Specialist

About The Community Builders, Inc:

Join a growing organization that is strengthening neighborhoods across the nation! The Community Builders, Inc. (TCB) is one of America's leading nonprofit real estate developers and owners. Our mission is to build and sustain strong communities where people of all incomes can achieve their full potential. We are seeking a Compliance Specialist at our Boston headquarters.

Position Description:

The overall purpose of this position is to ensure that The Community Builders' properties and property management operations and procedures are in compliance with all pertinent laws, regulations and management policies, and to help ensure that all staff receive necessary, technical training and have the ability to perform their work accordingly.

The Compliance Specialist has the overall responsibility for conducting audits, file corrections and training staff. S/He is responsible for verifying site compliance, monitoring of income certifications (move-in, interim, and renewal), completing desk audits, file approvals, providing accurate and timely reports to property management staff, At the direction of the Director of Compliance, Compliance Specialist will ensure compliance with HUD's REAC Online Secure Systems, primarily the Enterprise Income Verification System (EIV), the Voucher Management System (VMS), HOME and SAVE system. **This position requires frequent travel and requires a valid driver's license.**

Essential Functions:

- Approve all LIHTC and HUD move-ins, including market resident rentals, for all Tax Credit properties within the portfolio.
- Assist with LIHTC lease up and first year-file functions including software set-up, training, monitoring of LIHTC goals.
- Report potential issues to the Director of Compliance and appropriate Property Management staff.
- Identify training needs and assist with program training as needed and assigned by the Director of Compliance
- Assist sites in responding to all audit reports in a timely and complete manner.
- Insure all audits, special projects, compliance issues, are tracked using Workforce.
- Develop constructive, responsive and diplomatic relationships with state and/or government agencies, investors as well as internal stakeholders of the properties supported.
- Assist with projects and/or other Property Management Operations activities as needed and/or required.

Knowledge, Skills and Abilities:

- Must possess working knowledge of LIHTC, PHA and HUD programs.
- Ability to learn other affordable housing programs as needed.
- Ability to pass certifications of applicable certification programs.
- Ability to learn and be proficient at state data-base systems, SAM System, EIV processes, WASS, SAVE.
- Able to work as an effective member of a team.
- Proficiency in Microsoft Office applications, including Excel, Word, and Outlook.
- Communicate clearly both verbally and in writing.

Education & Experience:

- Minimum experience of 3 years working in affordable housing.
- Current compliance certifications for HUD, and LIHTC programs.
- Experience in the use of Yardi is mandatory.

The Community Builders is committed to diversity in its workplace, and applicants from diverse backgrounds are encouraged to apply.

Please submit resumes to: Joseph.Le@tcbinc.org