

TRINITY MANAGEMENT

COMPLIANCE SPECIALIST

GENERAL SUMMARY

A Compliance Specialist shares the responsibility in protecting Trinity Management, LLC and its owner's interests by ensuring compliance with federal and state programs, including but not limited to Low Income Housing Tax Credit (LIHTC), Section 8, HOME, etc. throughout the company portfolio. Responsibilities include implementation and ongoing preservation of corporate standards for standardized compliance procedures, resident file receives quality assurance, internal controls, reporting, and audit preparation and response.

MAJOR DUTIES

1. Fosters a positive, active and collaborative relationship with site staff, residents, communities and associated agencies.
2. Enforces and adheres to company policies, rules and regulations.
3. Attends housing and compliance-related continuing education seminars.
4. Works with Trinity Management, LLC accounting and external auditing firms to coordinate and respond to year-end compliance testing.
5. Assist with Year End Reporting.
6. Works with Compliance Directors and Portfolio Directors to facilitate lease-up process for new properties (e.g. file set-up, program requirements, daily support, etc.).
7. Assist with pre-approval responsibilities for move-in files.
8. Pre-approves move-ins and initial certification files at assigned stabilized properties with Directors review and approval required for any files with \$5,000 of applicable income limit. Files review and response within 2 business days.
9. Pre-approves Market or non-subsidized units at a mixed LIHTC property.
10. For newly leased up LIHTC properties, complete QBTS and status report set-up.
11. Monitor assigned properties for all programs and support said properties in all compliance related functions.
12. File review of annual recertifications at assigned properties.
13. Tracks and approves recertifications at all LIHTC properties to ensure ongoing compliance and timely completion. Notifies CM and PD any potential noncompliance and/or performance issues.
14. Conducts internal audits and file reviews for ongoing quality assurance and audit preparations.
15. Initiates and maintains controls to ensure on-site, standardized file set-up and maintenance and placed in service (initial) file preservation for new and existing LITHC properties.
16. Assist with written audit responses.

Initial _____



17. Assist with TRACCs and EIV as needed.
18. Conduct community inspections to be sure that TMLLC policies are being followed.
19. Special projects as assigned.

This is a general job description for this position. There will be times when the job responsibilities may be modified.

SUPERVISION EXERCISED

None.

SUPERVISION RECEIVED

Directly responsible to the Senior Director of Compliance and/or the Chief Operating Officer.

TOOLS AND EQUIPMENT USED

Multi-line telephone system, computer, Internet, word and math processing systems, scanner, various software programs, copy machine, postage machine, fax machine, calculator, pager.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands or arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Initial _____



The noise level in the work environment is usually quiet to moderately noisy in the building and can be moderately noisy when outside.

SELECTION GUIDELINES

Formal application rating of experience and education, oral interview, reference checks, and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assigned to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Accepted by (Print)

Date

Accepted by (Sign)

