

DIRECTOR OF COMPLIANCE – Central Compliance

Overview: *Beacon Residential Management (BRM) employs a Centralized Compliance department (CC) to work with Low Income Housing Tax Credit (LIHTC) properties with 100 or less LIHTC apartments and/or properties that have part-time managers. CC will provide front-line services to the property to alleviate the burden of file processing, tracking of compliance controls, and reporting. "Front-line" work comprises processes that would normally be conducted by site staff, including but not limited to sending and receiving verification forms, computing income, completing certification paperwork, Yardi data-entry, report maintenance, and electronic file preservation.*

Beacon's CC Department also offers front-line and monitoring services to external clients. Currently, CC operates out of a processing center in Haverhill, Massachusetts.

General Statement of Duties: *Responsibilities include implementation and ongoing preservation of corporation standards for quality assurance, internal controls, reporting, and audit preparation with particular emphasis on CC-monitored properties. Protects Owner's interests by ensuring compliance with federal and state programs, including but not limited to Low Income Housing Tax Credit (LIHTC), Section 8, Public Housing, HUD, etc. for CC properties and throughout company portfolio, and as assigned.*

Supervision Received: *Reports to Vice President of Compliance.*

Supervision Exercised: *Supervision of CC department staff (2 direct reports and 2-3 indirect employees) ...*

Essential Functions of the Position: *(Any one position may not include all of the duties listed, nor do the listed examples include all duties that may be found in positions of this class.)*

- *Responsible for oversight of Central Compliance department including internal conversions & lease ups, external contract oversight, processes, procedures, documentation, staffing, contracts, budgets, billing.*
- *Writing and maintaining business plan(s) for Central Compliance*
- *Business development for new contracts, including marketing, networking and outreach*
- *Develop pricing strategies and write proposals for contract work*
- *Presenting proposals to ownership entities, partners and potential clients*
- *Negotiating and writing external consulting contracts and oversight of annual contract renewals.*
- *Integrate new properties to Central Compliance processes*
- *Participation in due diligence activities for BRM, including plan oversight and execution*
- *Develops staff potential and growth through collaboration, teaching, mentoring, and assessment*
- *Fosters a positive, active and collaborative relationship with resident, communities, and associated agencies.*
- *Enforces and adheres to company policies, rules, and regulations*
- *Conduct and oversee training (individual and group)*
- *Oversight for internal audits and file reviews, including all move-in and annual recertification file review/approval for internal (Beacon-owned/managed) and external (contract) properties*
- *Responsible for decisions regarding files/households where eligibility is questionable and/or close*
- *Oversight of ShareFile administration and all technological tools employed for Central Compliance*
- *Oversee and participate in monthly meetings with CC properties to review past, current, and future certifications to keep move-in and annual certifications "on track" and ensure overall compliance is reviewed with site staff*
- *Assigns staff to act as project managers for consulting contract(s) and internal initiatives (lease-ups, ect)*
- *Monitor regulatory agreements to ensure compliance for all internal and contract properties*
- *Develops and oversees internal reporting controls, including monthly compliance matrices, tracking occupancy rules to ensure ongoing program compliance.*

- *Annually publishes applicable income and rent limits, and tacks utility allowance documentation and implementation.*
- *Communicates and updates program changes to field personnel*
- *Assist with strategic planning and implementation of compliance measures at newly acquired properties, including lease-up activity at new properties.*
- *Works patiently, professionally and cooperatively with customers, property staff, colleagues and residents.*
- *Standardizes and oversees monthly reporting requirements to external entities*
- *Prepares annual compliance reports as required by state agencies*
- *Assists with audit coordination, oversight and response*
- *Attends compliance-related continuing education seminars*
- *Special projects, as assigned by supervisor*

Minimum Qualifications

Education: *Bachelor's Degree or equivalent knowledge or expertise.*

Experience: *Minimum of five years of related work experience including supervisory experience. Certified Occupancy Specialist (COS) designation required. Minimum three – five years of Tax Credit experience. C3P designation or equivalent. Public Housing experience and COS-P. Requires professional knowledge of government subsidy regulations and COS expertise gained through experience and education.*

Qualifications and Skills: *Strong interpersonal skills. Ability to lead a team and maintain high level of employee engagement. Professional personal presentation and public speaking presentation skills. Analytical and conceptual skills with proven problem solving skills. Knowledge of Microsoft Word, Excel, and Yardi. Excellent verbal and written communication skills, self-motivated, flexible, creative and detail oriented. Familiarity with housing agency regulations and related terminology. Ability to handle emergency situations and pressure due to complexity and time-sensitivity. Strong decision making and demonstrated accountability for actions. Ability to be an active team member within the Company. Preserves and respects resident and applicant confidentiality. Willingness to travel as needed.*

Travel Requirements: *May occasionally visit properties and attend offsite meetings/training seminars.*

Beacon Core Competencies required for all positions:

Teamwork, Integrity/Ethics, Dependability, Customer Focus, Adaptability/Flexibility.

EOE

Interested? Please send your resume to Careers@BeaconCommunitiesLLC.com and mention that you are applying for this position in the subject line. Thank you!