

NEW JOB DESCRIPTION (6/20/19)

(Compliance Partner)

SUMMARY:

This position is an opportunity to escape the mundane, repetitive duties of a traditional compliance auditor or specialist. While some of the responsibilities are similar, the Compliance Partner position is centrally focused on providing exceptional customer service while partnering with our clients to achieve and maintain regulatory compliance. It has the independence to work remotely which allows directed focus while still being supported by and immersed in a company that is leading the affordable compliance industry. Working in a state-of-the art building in the Richardson, TX area is also an option. This position comes fully equipped with tools and resources that will allow you to excel in your job performance. It has optional travel opportunities depending on availability and subject to contract demands that include on-site file reviews, training, file processing, etc.

PRIMARY RESPONSIBILITIES

Responsibilities for this position include but are not limited to the following:

Client Support – Serve as first point of contact to our clients by communicating with site managers via telephone and/or email to answer their questions regarding affordable housing compliance and to provide guidance/training to help them increase their knowledge of applicable requirements.

File Reviews – Electronically review the applicant/resident files via a web-based system to insure adherence to applicable federal and state program regulations within contractually obligated times or request help should some circumstances prevent a timely review; analyze potential risks in order to avoid compliance issues.

Communication – Provide thorough written communication to relay file deficiencies; ensure important information is passed to those who need to know; convey understanding of the comments and questions of others by listening effectively; use verbal skills to support clients as previously listed; talk and act with internal and external customers in mind.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Attention to detail, time management, and decision-making skills are among the most important traits a Compliance Partner must have to be successful in this position. The ability to work both individually and in teams is also important. A Compliance Partner should be particularly vigilant in following up to ensure that developed plans addressing compliance issues and problems have been implemented. You must demonstrate flexibility and a sense of urgency. In addition to these general skills, a Compliance Partner is expected to have 2 to 5 years of experience in affordable housing compliance or affordable property management. You must also have a working knowledge of the requirements of the LIHTC and HUD programs.

APPLICATION/QUESTIONS

If you are interested in learning more about this tremendous opportunity and being a part of this dynamic team, please email your current resume to rachael.gaydos@realpage.com.