**Compliance Manager**

*This position will be located in Detroit, Michigan*

**REPORTS TO:** Property Manager

**POSITION SUMMARY:** We are looking for a highly motivated individual who can work independently with a team to manage a scattered-site portfolio of 4 partnerships (192 units) located in Detroit, Michigan. This person must have 3-5 years of compliance experience working with LIHTC. Under the supervision of the Property Manager the Compliance Manager is responsible for the compliance of the Low Income Housing Tax Credit (LIHTC) units in the portfolio. The Compliance Manager is responsible for preparing and reviewing income certifications, recertifications, updating compliance forms, yearly utility allowances, rent/income limits and maintaining database information required for compliance and management purposes. This person will be responsible for ensuring that all tax credit units adhere to the regulatory agreements, which include Tax Credit, Home, and Section 8 contracts. He/She will work in close partnership with state and government agencies to ensure compliance standards and compliance regulatory agreements are being met. Assist with MSHDA yearly reporting. Communicate monthly or as needed with syndicators. The candidate will also assist in training and ensure all files are in compliance with state agencies guidelines. Must attend state agency trainings to keep current with new compliance standards. The candidate will also provide audit support as needed during file reviews by state agencies, syndicators and supervisor. The candidate must have strong math skills with the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Working knowledge of Yardi Voyager software is preferred. Along with the below responsibilities, candidate must have great customer service skills and capable of working in a team setting. We offer a very competitive compensation plan, including health care benefits, paid holidays, 401k, and a very positive and professional work environment. Pay is based on experience. This position operates within and contributes to an environment in compliance with Fair Housing laws and Equal Employment Opportunity.

**RESPONSIBILITIES:**

- Review and approve new tenant certifications files for all portfolios
- Review annual tenant re-certifications quarterly.
- Keep up to date on all state and government agency certification policies and procedures.
- Assist Property Manager with other duties when needed.
- Provide audit compliance support during state and local audits.
- Maintain strong working relationships with residents, staff, owners, investors/syndicators and state agencies.
- Develop proficiency in Yardi software programs for property and rental data entry as required on the properties assigned.
- Maintain correspondence with syndicator, MSHDA or other agencies regarding tax credit compliance issues.
- Responsible for obtaining new rent, income, and utility limits for each portfolio.
- Responsible for updating Property Manager of new income and rent guidelines.
- Responsible for taking corrective action on any resident files, that may be non-compliant. Assist Property Manager with obtaining and gathering necessary documentation required to clear noncompliance.
- Ensure compliance with HUD, MSHDA, and syndicators with tax credit programs through regular file audits,
- Attend seminars and trainings yearly to keep current on compliance changes. Keep staff updated of all new compliance changes.

**Qualifications:**

- Professional certification in tax credit and or Section 8 preferred but not required
- Excellent customer service skills
- Must demonstrate critical thinking, problem-solving, organizational and time management skills.
- High school diploma or equivalent/associate degree or higher preferred but not required
• Strong interpersonal skills with an ability to work effectively with a wide range of people, residents, staff, supervisors, owners, syndicators, and state agencies.
• Three -five years of LIHTC compliance experience
• Current Michigan Real Estate Salesperson license preferred but not necessary
• Strong knowledge of procedures and policies of residential property management
• Must attend MSHDA and other housing training events yearly
• Strong knowledge of landlord tenant law, fair housing regulations and bookkeeping procedures
• Ability to plan, assign, review and coordinate work and programs independently
• Excellent verbal and written communications skills
• Good computer skills, including working knowledge of MS Office and Yardi Voyager
• Must be dependable and have strong work attendance
• Reliable and insurable transportation

If you are interested and meet the outlined qualifications, you can apply for this position by emailing your resume and cover letter to SDurda@chnhousingpartners.org or via mail to Cleveland Housing Network, 2999 Payne Avenue, Human Resources Cleveland, OH 44114

M/F/V/D/EOE