CHN HOUSING PARTNERS
Assistant Compliance Manager

REPORTS TO: Compliance Manager

POSITION SUMMARY
We seek a highly motivated individuals who will proactively create a positive and efficient work environment. The Assistant Compliance Manager is responsible for assisting the Compliance Manager in all aspects of compliance for CHN Housing Partners, CHN Affordable Housing Services and CHN Real Estate Services growing real estate portfolio. Specifically, the Assistant Compliance Manager is responsible for the oversight of all LIHTC, HOME, HUD, and Section 8 related matters. The Assistant Compliance manager is responsible on a high level for ensuring compliance with all regulatory agreements and partnership operating agreements; all monthly, quarterly, annual, and as-needed periodic reporting to funding agencies OHFA, MSHDA, and PHFA and tax credit syndicators; and ensuring income qualification for all applicants and, as needed, tenants on an ongoing basis (including conducting annual re-certifications as needed.

The Assistant Compliance Manager must have a working knowledge of Fair Housing, and ADA requirements to serve in this dual function as needed. Under the Direction of the Compliance Manager, the Assistant compliance manager will assist the Housing Manager as the primary liaison between the CHN Housing Partners and affiliates with various oversight agencies and funding partners.

RESPONSIBILITIES:
- Evaluate agency requirements and implement compliance procedures for developments for all properties at the direction of the Compliance manager.
- Ability to handle confidential information with discretion and integrity.
- Review applications and determine eligibility for the affordable housing program for the specific communities within CHN real estate portfolio.
- Manage resident re-certifications, rent increases, and utility allowance changes.
- Field incoming inquiries from site staff with questions directly related to income and asset eligibility, legal rents, and property-specific compliance requirements.
- Conduct site visits to review resident files and implement standardization of pending and recertification files.
- Consistent monitoring to ensure each facility is following regulatory requirements specific to the facility.
- Complete annual/quarterly/monthly compliance reports as required.
- Prepare for and attend affordable and LIHTC audits performed by state and regulatory agencies in Cleveland, Pittsburgh and Michigan.
- Perform file audits and identify errors and/or missing documentation.
- Follow up with facilities on file audits to make sure corrections have been completed. Keep a log of files audited and files to be audited.
- Review new applications for completeness prior to submission.
- Maintain an effective system for reporting and monitoring compliance for all properties.
- Ensure that all properties meet compliance requirements for LIHTC, Section 8, and all housing programs.
- Maintain maximum income limits, rent limits, and utility allowances and coordinate annual rent adjustments within the portfolio.
- Provide and/or coordinate training for Property Management and program staff at the direction of the Compliance Manager.
- Build and maintain relationships with funding agencies
- Assist with the collection of rent at facilities at the direction of the Compliance Manager.
- Participate in Affordable Housing and LIHTC training and conferences at the direction of the Compliance Manager and Director of Property Manager.

QUALIFICATIONS:
- High School Diploma required, Associates or Bachelor’s degree preferred.
• Certification in Low Income Housing Tax Credit compliance from an accredited provider such as HCCP, TCS, or SCHM or another affiliated agency.
• Valid Driver’s License, Reliable Transportation and Insurance
• At least 3 years work experience for a property manager or developer of affordable housing, with specific experience working with Low Income Housing Tax Credits (LIHTC), HOME Investment Partnership Program (HOME), Section 8 (including HCV vouchers, Project-Based Section 8, and/or HUD 202 and HUD multifamily); and related laws and regulations
• Must possess a working knowledge and experience with Low Income Housing Tax Credits, the HUD 4350 manual, the federal Fair Housing Act, affirmative fair housing marketing, New York City Human Rights Law, NYC Rent Stabilization Law, and other relevant housing compliance laws
• Excellent written and verbal communication skills required.
• Excellent organization skills required.
• Bilingual (English/Spanish) speakers are a plus, but not required.
• Ability to work with minimum supervision
• Team player
• Experience working with OHFA, PHFA, MSHDA
• Experience working with supportive housing populations a plus
• Microsoft, Excel, Microsoft Word; experience with YARDI is a plus

OTHER CONSIDERATIONS:
• This position will require travel 65% of the time within the greater Cleveland, Detroit and Pittsburg areas.

Apply Now.
M/F/V/D/EOE