

Beacon
Communities

COMPLIANCE MANAGER

(Updated June 2011)

General Statement of Duties: Responsibilities include implementation and ongoing preservation of corporate standards for quality assurance, internal controls, reporting, and audit preparation. 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. throughout company portfolio.

Supervision Received: Reports to Vice President, Compliance.

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.)

- Fosters a positive, active and collaborative relationship with residents, communities and associated agencies.
- Enforces and adheres to company policies, rules and regulations.
- Assist in the development, implementation and maintenance of the Compliance Manual
- Oversight of lead based paint procedures
- Manage Yardi/compliance integration
- Internal training, testing and continuing education (individual and group)
- Sets, distributes and implements ongoing policies and procedures
- Conducts internal audits and file reviews
- Monitor regulatory agreements to ensure compliance
- Develops and oversees internal reporting controls
- Annually publishes tax credit, HOME and HUD income limits, rents and tracks utility allowance documentation
- Communicates updates and program changes to field personnel
- Responsible for implementation of HUD compliance procedures at new communities
- Works patiently, professionally and cooperatively with residents and staff
- 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
- EIV Coordinator for applicable Beacon communities
- Attends compliance-related continuing education seminars
- Special projects, as assigned

Minimum Qualifications

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

Experience: Five year of related work experience. Certified Occupancy Specialist (COS) designation required. Minimum two years of Tax Credit experience. C3P designation. 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. Analytical and conceptual skills with proven problem solving skills. Knowledge of Microsoft Word, Excel, 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. 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: Teamwork, Integrity/Ethics, Dependability, Customer Focus, Adaptability/Flexibility.