

JOB DESCRIPTION – COMPLIANCE MANAGER

Position: Compliance Manager
Status: Full-time, Exempt
Reports to: VP, Property Management

Organization:

Alta Housing (formerly Palo Alto Housing) is a highly respected nonprofit in Silicon Valley whose mission is to create stronger, more diverse communities by providing and maintaining high-quality affordable housing where individuals and families thrive. We have been developing, managing, and promoting affordable housing since 1970. Our dedicated staff of 50 embodies our core value of respect for individuals, and we put this value into action on a daily basis in our property management, resident services, and development activities.

Alta Housing currently owns and operates 26 properties (816 units) in Santa Clara and San Mateo counties with a pipeline of over 400 units in various phases of development. We are financially strong and stable.

We value integrity, excellent customer service and collaboration.

Position: Compliance Manager

Primary Duties and Responsibilities: include but are not limited to the following:

- Ensure overall agency compliance with the regulations, rules, policies and procedures that govern our properties including LIHTC, HUD, MHP, HOME and Section 8 Mod-Rehab
- Review and approve applicant files for initial move-in files for new lease up's and subsequent move-in's
- Coordinate the move-ins of prospective residents utilizing Yardi software program and various forms and documents, following applicable regulating agencies and Alta Housing requirements
- Review and assure waiting list compliance and applicant files for assigned programs. Coordinate waiting list updates and purge
- Process and evaluate tenant transfer requests including reasonable accommodations where applicable
- Oversee, maintain, and enforce all program regulatory documentation, including income and rent limits, unit set-asides, utility allowance schedules, resident selection plans, resident file components and compliance with Affirmative Fair Housing Marketing Plans
- Review and approve applicant files for initial move-in files for new lease up's and subsequent move-in's

- Perform annual compliance audits throughout the portfolio & prepare and provide Property Supervisor and VP of Property Management with subsequent compliance reports
- Direct and monitor reporting to HUD, local agencies and other financial stakeholders
- Set up of newly leased up properties & units into Yardi software program
- Assist and work with site managers in preparing for site visits by monitoring agencies e.g. HUD, CTCAC, Investor, MHP, City etc.
- Keep abreast of changes in landlord tenant law, HUD, CTCAC and applicable Regulatory agencies, provide guidance to site staff and property supervisors accordingly

Education and/or Experience:

- Bachelor's degree preferred or equivalent experience 3-5 years experience in affordable housing
- Certified in Low Income Housing Tax Credit, section 42 compliance
- Certified Occupancy Specialist
- Experience with HUD, Low Income Housing Tax Credit Program and other affordable housing funding programs as they relate to finance and regulatory compliance.

Abilities and Attributes:

- Ability to interpret HUD and other complex documents, write reports, handle correspondence, and write procedure manuals
- Works collaboratively with others.
- Excellent written and oral communication & presentation skills
- Strong computer skills in MS Office (Excel, Word and Outlook). Proficiency with Yardi accounting and property management software a plus.
- Ability to review and analyze contracts, regulatory agreements and loan documents.
- High attention to detail and strong organizational skills with the ability to perform multiple functions simultaneously in a timely manner.

Alta Housing (AH) is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.