

Senior Compliance Manager

Department: Property Management - Compliance

Office: Union City Office

Location: Union City, CA

WHY MIDPEN

At MidPen, we build communities that change lives. Since 1970, we have been committed to our mission: to provide safe, affordable housing of high quality to those in need; establish stability and opportunity in the lives of residents; and foster diverse communities that allow people from all ethnic, social, and economic backgrounds to live in dignity, harmony, and mutual respect.

We develop affordable housing, provide professional property management for all our communities, and coordinate robust onsite support programs that help residents thrive. We are active in 12 Northern California counties and have earned recognition as one of the nation's leading non-profit developers and stewards of affordable housing. Our current portfolio of more than 130 properties is home to 20,000 working families, seniors, and people with special needs. We take pride in delivering affordable housing solutions, and we invite you to join us on a journey toward social, economic, and racial equity.

BENEFITS AND COMPENSATION

In 2023, MidPen was again certified as an official Great Place to Work®, and for good reason! In addition, we offer a best-in-class benefit package that includes healthcare options (Kaiser or Sutter), dental, vision, life & disability insurance. We also offer a wide range of voluntary benefits; 403(b) retirement investment opportunity and annual financial literacy and retirement planning options, FSA for childcare, medical and commuter benefit options, Employee Assistance program and pet insurance for our furry, feathered, and scaled friends. In addition to 14 paid company holidays, which include a paid winter holiday break between Christmas and the New Year, we offer 4 paid wellness days for employees to disconnect and recharge. As a learning organization, we encourage professional development and career advancement, and we offer up to \$3,000 annually (\$12,000 lifetime maximum) for education assistance with tuition reimbursement and/or loan debt relief that includes qualified family members. And, as a family-friendly company, we offer a paid time off parental leave benefit of 12 weeks in a 12-month period for new or expecting parents. Check out our benefits snapshot on our careers page.

PAY RANGE

\$88,000 - \$110,000 Annual Salary - Pay based on applicable experience and qualifications

POSITION OVERVIEW

This position reports to the Director of Compliance and Operations Support, Union City Office, of the Property Management Division at MidPen Housing Management Corporation. The Senior Compliance Manager will share the responsibility for Compliance performance for all existing properties and those under lease-up in MidPen's portfolio. Working with the Compliance team, the Senior Compliance Manager is responsible for understanding and conveying regulatory programs and related compliance requirements specific to each site to property management staff and its business. This position is also responsible for ensuring that we are gathering accurate data and submitting all compliance related reporting timely to all our partners. The

Senior Compliance Manager must be very well versed in the regulatory requirements including TCAC, HOME, CalHFA, MHSA, HCD programs, HUD, and other local governing authorities and/or programs.

This is a hybrid position, based on current MidPen policy of working Tuesdays and Thursdays in the Union City Office. Monday, Wednesday and Friday, option to work from home or the office. When working from home, requires a reliable internet connection.

ESSENTIAL DUTIES

- Maintain an effective system for reporting and monitoring compliance for all properties. This includes being responsible for oversight of responses to MOR, TCAC, and all other regulatory audits and inspections including assuring our properties have up to date Affirmative Fair Housing Marketing Plans (AFHMP), Addendum B, and all other compliance related documents required to achieve successful audits. Ensure completion of Annual Reporting to TCAC -annual TCAC demographic reporting HCD annual Reporting, City and County annual reporting, Welfare exemptions, PG&E CARE applications, and other annual, bi-annual, or quarterly reporting as needed.
- Create and maintain successful communication tools and distribute compliance related publications and pertinent information to Property Management Staff and other business partners on a regular basis. This includes creating Memos to document a process, procedure, or any other compliance related matter which needs memorializing.
- Maintain accurate and updated income limits, rent limits, and utility allowances in property management software (Boston Post) and take all necessary steps to assure properties are implementing as required.
- Respond to Property Management Staff on all compliance-related questions and provide support and knowledge in comprehending program regulations.
- Oversight and review of all move-in files to ensure 100% program qualification for lease-up and stable properties.
- Evaluate regulatory program requirements to help resolve conflicts and provide management with information needed to establish fair and sustainable compliance policies.
- Supervise the compliance and training staff members to assure policies and procedures are being adhered to and the appropriate trainings are developed and provided to the Property Management team.
- Provide training for property management and compliance staff on compliance related topics as needed.
- Complete Regulatory reviews for new properties and assure correct set ups in our software systems.
- Review revenue templates, mapping of rents, and completion of rental schedules for regulatory agencies during budget process
- Assure bill backs for department and work performed for properties are completed timely and accurately
- Build and maintain relationships with the various internal departments as well as with the Property Management leadership team to assure mutual goals are being met.
- Contribute to the overall success of the Compliance & Property Management Division by developing a thorough understanding of MidPen Housing Management's methodologies, tools, policies and procedures to enhance information dissemination; keeping team members informed; actively seeking assignments and proactively seeking opportunities to provide assistance as needed; and attempting to find new approaches to improve ease of regulatory compliance.
- Maintain compliance knowledge base through continuing compliance education.
- Performs other assignments as requested

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the education, knowledge, skill, and/or ability required.

Education and Experience

- Bachelor's degree in Social Sciences, Public Policy, Business Management, Real Estate or related field and five (5) + years of Compliance/Property Management work experience or an equivalent combination of education or experience.
- Five or more years of supervisory experience preferred
- Certification designations required for Tax Credit Specialist, Certified Occupancy Specialist / Certified Professional of Occupancy, Blended Occupancy Certification, and HOME. Other certifications such as NCP and other industry certifications are preferred

Knowledge, Skills, and Abilities

- Demonstrated ability to deal directly with senior management if needed to build consensus, communicate effectively, and contribute to a positive work culture
- Demonstrated ability to teach, train and coach a variety of team members and learning processes
- Must Demonstrate excellent analytical, written, and verbal communication skills
- Computer literacy with MS Office programs, and property management software programs
- Industry knowledge of regulatory requirements related to affordable housing; which includes but is not limited to TCAC, HOME, CalHFA, MHSA, HCD programs, HUD, and other local governing authorities
- Possession of a valid California Drivers License, a good driving record and automobile insurance per requirements of the State of California

Physical Requirements

- Constantly perform desk-based computer tasks
- Frequently sitting
- Occasionally stand/walk, reach/work above shoulders, grasp lightly/fine manipulation, grasp forcefully, use a telephone, sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 15 pounds
- Rarely twist/bend/stoop/squat, kneel/crawl

This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.

EQUAL OPPORTUNITY EMPLOYER

MidPen Housing Corp. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Consistent with its obligations under the law, MidPen Housing Corp. will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job. MidPen believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

To apply, visit <https://apptrkr.com/5361077>

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