



## **Explore a career at EAH Housing.**

Start or continue a career in real estate development and management with EAH Housing. We are looking for talented and skilled professionals as we expand our property portfolio throughout California and Hawai`i. As a mission-based nonprofit organization and industry leader for more than 50 years, we live up to our values, and work to create opportunities to empower people to live better lives. Join us and make a difference today.

### **What we offer.**

We offer a comprehensive benefits package that includes medical, dental, vision, disability and life insurance, as well as a 403(b) retirement plan with a 5% match. We also offer generous vacation accrual, holiday schedule, and work schedule flexibility.

### ***We believe in work / life balance.***

15 days of vacation per year (which increases based on years of service)  
10 paid sick days per year  
13 paid holidays

### ***We take care of our employees.***

Competitive Salaries  
403b Retirement Plan with 5% company match  
Employee Wellness Program  
Comprehensive Medical Insurance Plans  
Affordable Dental & Vision Insurance  
Flexible Spending Account  
EAP – Mental Health, Financial and Legal Services  
\$1,500 Employee Referral Program  
EAH Academy, an in-house training program

This position is for a full-time Compliance Specialist to work at EAH Corporate in Fresno, CA. The role will monitor regulatory and company policy compliance and provide support at the EAH Communities located in the Fresno and neighboring regions. Qualified candidates will have 2+ years of experience in multi-regional property management or housing regulatory agency. A Certified Occupancy Specialist (COS), Certified Profession of Occupancy (CPO) or Tax Credit Specialist (TCS) certification desirable. Salary range: \$23.38 - \$37.40 per hour; hiring range for new employees is generally \$23.38 - \$30.09 per hour, DOE. Please note an offer will take into consideration the experience of the final candidate and the current salary level of individuals working at EAH in a similar role.

## **COMPANY OVERVIEW**

Established in 1968, EAH Housing is one of the largest and most respected nonprofit housing development and management organizations in the western United States. EAH develops low-income multifamily housing, manages more than 222 properties throughout in California and Hawai'i, and plays a leadership role in local, regional, and national housing advocacy efforts.

EAH Housing puts its core values into action every day as our staff of 700 people serves 25,000 residents in 87 municipalities. We offer competitive wages, comprehensive benefits, professional development, and invest in our employees through extensive training programs. Please visit our [www.eahhousing.org](http://www.eahhousing.org) to learn more about us, our culture, and how we strive to maintain excellence in everything we do.

**For immediate consideration, please apply to requisition HUDCO003898 on our website at [www.eahhousing.org/careers](http://www.eahhousing.org/careers)**

## **POSITION OVERVIEW**

Monitors sites for regulatory and company policy compliance. Provides support at each of the EAH communities with on-site visits, and serves as a help desk for compliance issues. Utilizes knowledge of local, state and federal laws and regulations relevant to affordable multi-family housing development, Housing Tax Credits and HUD programs to evaluate projects and provide assistance to ensure property managers are compliant. Understands and supports EAH's mission and core values.

## **RESPONSIBILITIES**

- Plans and conducts quarterly on-site reviews of projects whose funding sources consists of Tax Credit, HUD project based Section 8, Tax Exempt Bonds, AHP, RHCP, CalHFA, CDBG, NEF, MHP and other private and public sources.
- Verifies compliance with rules and regulations of various funding sources, Fair Housing standards and EAH Policies and Procedures.
- Recommends appropriate corrective action to resolve noncompliance; works with manager to correct noncompliance through corrective action.
- Provides compliance-related consultative services to site managers and their administrative staff.
- Identifies trends in noncompliance and recommends corrective action through changes in policies and procedures and training.
- Assists the Compliance Director with implementation of policies, procedures and processes.

## **QUALIFICATIONS**

Two years' experience in property management or housing regulatory agency; multi-regional property management experience, preferred; and, either COS (Certified Occupancy Specialist) or CPO (Certified Profession of Occupancy) and TCS (Tax Credit Specialist; SCS – Site

Compliance Specialist or SHCM – Specialist in Housing Credit Management or any related designation) certification.

### **CRIMINAL BACKGROUND CHECK REQUIREMENTS**

EAH Housing conducts criminal background checks on all candidates who have received a conditional job offer. Once you have received such an offer, you will be required to submit and pass our criminal background requirements. EAH also verifies education and employment history. Any verified discrepancy (resume or online application) may delay your background check results and/or affect your eligibility to work at EAH. Please be advised that certain roles may also require fingerprinting due to legal requirements. If onsite housing is a requirement of the position, any household members over 18 years of age who will be living onsite with the candidate must also undergo a criminal background check and tenant screening. Satisfactory completion of background check and fingerprinting requirements is a requirement of employment with EAH.

### **DRUG TESTING**

EAH Housing requires all candidates who have received a conditional job offer to submit to drug testing within 72 hours from acceptance of our job offer. EAH Housing does not test for marijuana/cannabis. Satisfactory completion of drug testing is a requirement of employment with EAH.

EAH Housing is an AA/EEO/Veterans/Disabled Employer. CA BRE #00853495 | HI RB-16985

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