



Compliance Specialist – Property Operations

April 2018

Unison Housing Partners is empowering people and strengthening communities in Adams County as a progressive housing authority built to address 21st century challenges. We are focused on ending the cycle of generational poverty by providing individuals and families with access to affordable housing, support programs, and by engaging in socially conscious community development. We collaborate with nonprofit organizations, government agencies, the private sector, landlords, housing providers and the community to ensure stability and economic self-sufficiency are achievable goals for all Adams County residents.

Unisons Property Operations Department is looking to bring on a dynamic, team focused, and attention to detail driven Compliance Specialist to join our team. The Compliance Specialist will be responsible for the day to day file review of the tax credit, 50059, and other funding types for the department at large. This role will work with the Compliance and Training Manager.

Responsibilities include:

- Monitor and support the implementation of compliance programs, including policies and practices as they relate to Unisons affordability requirements.
- Ensure that Unison conducts rental/leasing activity in compliance with all regulatory requirements and alert in a prompt and proactive manner any identified risks to Senior Management of Property Operations.
- Perform necessary on-site file property audits/setting up new property files/training personnel/continuing education classes at various properties, no less than quarterly
- Review lease files for compliance and accuracy (implementing the attachment of documents in Yardi)
- Investigate discrepancies and issues found within the files.
- Submit findings to the Compliance Manager in a prompt manner.
- Provide ongoing guidance and training to all Community staff as dictated by the Compliance Manager to ensure and enhance accuracy of Unison property operations files as described.
- For Layered Properties, review all HAPs, OCAFs, LIHTC Applications, LURA, Regulatory Agreements, and/or Funding agreement to determine the owner's obligations to remain in compliance with all programs. Populate YARDI Regulatory Reports as necessary.
- Initiate setup for all oncoming HUD regulated/financed properties and ensure annual certifications for existing properties. Provide documentation to HUD as requested.
- Author reports generated from Yardi for internal and external use
- Maintain up to date compliance certifications as required. Continue education by attending training seminars within company and with outside sources.
- Interface with CHFA on behalf of Unison in relation to all compliance requirements

Education/Experience:

One to two years related experience and/or training; or equivalent combination of education and experience. Certifications, such as AHM and SHCM; Bilingual (English/Spanish) a plus.

Please submit cover letter, resume and salary requirements to:

Lauren Grimsley
lgrimsley@unisonhp.org

Compensation: **DOE**

Unison Housing Partners offers competitive compensation and an excellent benefit package which includes: medical, gap insurance, dental, vision, life, short term and long term disability, 401(k) match and participation in the Public Employer's Retirement Association.

Unison provides, to the great extent possible, employment, on the job training and contract opportunities for low – and very-low income residents in connection with projects and activities administered by the Housing Authority. We are an Equal Opportunity Employer, Gender/Minority/Veterans/Disabled.