

JOB DESCRIPTION



Job Title:	Housing Compliance Specialist
Reports To:	Senior Consultant/Vice President of Consulting
FLSA Status:	Salary Exempt
Time Commitment:	Part-time, flexible hours
Locality Requirement:	Remote

Company Description

Du & Associates, Inc. (D&A), is a woman / minority-owned business formed in 1996 by Lucie Du, President and CEO. Headquarters are in Bethesda, Maryland, Du & Associates provides expertise and solutions in all areas of affordable housing. Our team brings experience in every aspect of public and private affordable housing operations

Multifamily Asset Managers (MAM) is a national housing consultancy company. It is our goal to deliver the most professional real estate and property management support available to our public and private partners and clients.

We are committed to providing equal employment opportunities (EEO) to all employees and qualified applicants without regard to race, color, religion, gender, gender identity or expression, ancestry, sexual orientation, national origin, age, disability, marital status, or veteran status. We adhere strictly to all relevant laws and regulations. This job description has been approved by all levels of management.

Position Summary

The Housing Compliance Specialist is responsible for reviewing and analyzing clients' records used for determining tenant eligibility, move-in certifications, annual and interim recertifications, and other case management consulting services for the company's clients who administer the Housing Choice Voucher (Section 8), Public Housing, Rental Assistance Demonstration (RAD) and Low-Income Housing Tax Credits (LIHTC) programs.

This position will be based in either Bethesda, MD or Okemos, MI; however, remote candidates will be considered.

Essential Duties & Responsibilities

- Completes, on a timely basis, a thorough review, utilizing the company's proprietary databases, of all steps of initial certification, annual recertification, and interim recertification on behalf of company clients to ensure compliance with all applicable program rules and regulations, and in accordance with agency protocol. Reviews are conducted to validate the completeness and accuracy of, but are not limited to, the following affordable housing tenant file components:
 - program eligibility

¹ To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- rent calculations
- household identification information
- citizenship documentation, if applicable
- community service documentation, if applicable
- Enterprise Income Verification (EIV) documentation, if applicable
- Stays abreast of all changes to HUD regulations.
- Completes diverse tasks or special projects as assigned.
- Writes letters, memos, and simple reports; completes a variety of forms and ledgers.
- Performs all other related duties as assigned.

Required Skills

- Knowledge of the Department of Housing and Urban Development (HUD) and State program rules and regulations and the ability to interpret these regulations for Public Housing, HCVP, Section 8, RAD, and LIHTC programs.
- Understanding of the processing of Public & Indian Housing Information System (PIC) and the HUD Multifamily TRACS submissions.
- Demonstrates an ability to multitask, organize, and prioritize effectively.
- Provides excellent customer service to clients and colleagues.
- Demonstrates accuracy with data entry and complex calculations.
- The ability to maintain a high degree of confidentiality due to client privilege and other matters of a sensitive nature.
- Proven ability to deal with change and with situations that do not always have a process or system in place.
- Ability to work with a broad spectrum of individuals at all levels.
- Excellent problem-solving skills that include identification and resolution of problems in a timely manner through the gathering and analyzing of information.
- Excellent oral communication skills. Proven ability to speak clearly and persuasively in positive or negative situations, demonstrate group presentation skills, and conduct productive meetings.
- Ability to present data and information in a clear, concise manner.
- Strong written communication skills. Able to produce a written work product that is appropriate to the audience and written in a clear and concise manner that effectively gets the message across. Proven ability to compose memorandums, reports, instructions, project plans, and other written materials as required for the position.
- Ability to communicate with management and include appropriate individuals in planning, decision-making, and process improvement.
- Identify ways to develop and promote quality. Demonstrate accuracy, thoroughness, and strong attention to detail.
- Ability to make decisions. Exhibit sound and accurate judgment and make timely decisions.
- Excellent organizational skills and ability to manage competing priorities.
- Ability to set priorities, meet deadlines, and work in a fast-paced environment.
- Travel will be required.

Technical/Computer Skills:

- Ability to use Windows, Word, Excel, PowerPoint, and Outlook at an Intermediate level required.
- Ability to learn and operate in-house program management and applications database and other software applications as needed.

Education or Professional Experience Qualifications:

- An Associate Degree in Business Administration or related area and, two (2) years of work experience performing tenant file reviews.
- Valid State Driver's License.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment/Hours

The work environmental characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time.

This is a part-time position with flexible hours. Standard business hours or attendance may be flexible, subject to approval by the Senior Consultant/Vice President of Consulting; however, evening hours and weekend work may be required to meet business needs. Any agreed changes to the standard business hours or attendance may be revoked with or without notice.

Travel

Some travel may be requested and agreed upon in advance of assignment, including local during the business day, as well as out-of-town and overnight travel for extended periods.

Other Duties

This job description is not designed to cover or contain a comprehensive listing for activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.