

About You:

You enjoy rising to meet challenges and have been called independent and proactive. You connect easily with others and strive to be the kind of leader who both inspires and challenges your team, while raising the bar for your organization. You are thoughtful, deliberate, and precise, with an eye for managing detail-work and always following through. You bring accountability to work, achieving goals consistently and efficiently.

Why Coast Property Management is the company for you!

We are continuing to expand and innovate as one of the top 5 largest property management companies in the Pacific Northwest. Coast Property Management has been named one of Washington's Best Places to Work and our award-winning culture and mission of helping people live the best life possible sets us apart.

Our employees love our family atmosphere, team mentality, and the many perks of being a Coast employee. At Coast, we're committed to each of our associates' health, wealth, and overall well-being which is why we've made available a comprehensive benefits package that includes a choice of 3 different medical plans as well as access to a Health Savings Account (HSA) and a 401K.

What you'll be doing as Director of Compliance:

1. Establish and monitor appropriate compliance staffing levels; hire, train, evaluate, support, and terminate staff.
2. Develop check systems and monitor work performance for accuracy/timeliness.
3. Assume responsibility for new property set up by obtaining all regulatory agreements, ensuring all set-asides are in software and are understood and implemented correctly at properties, and audit or get sign-off from owner on accuracy of existing certification.
4. Monitor HUD, RD, and Tax Credit and REAC websites for program changes.
5. Track all agency correspondence.
6. Develop Compliance Department policies, procedure manuals, and a system to track and incorporate changes.
7. Oversee on-going compliance training for corporate division employees and site personnel.
8. Assess computer systems and software and make recommendations for improvements as needed.
9. Promote "excellence" in residential property team management relations.
10. Assist in retaining current clients and obtaining new clients.
11. Understand and assure that all federal, state, and local property standards are met.
12. Participate in the establishment and implementation of the goals and objectives for the affordable housing divisions through:
 1. Communicating expectations and motivation of staff
 2. Recommending policies and procedures
13. Keep forms up to date and organized in company's digital filing software.

14. Conduct compliance meetings to review policies and procedures, discuss goals and objectives, and solve problems.
15. Monitor subsidy billings.
16. Set up monthly audit to compare subsidy billings to rent rolls, certifications.
17. Monitor expiring certification reports/ensure properties work is timely.
18. Monitor property compliance at Tax Credit properties with updating Part B monthly.
19. Set-up and conduct regular meetings with all Portfolio Managers as necessary.
20. Maintain REAC web connection.

Are you qualified?

This position carries supervisory responsibilities and travel between your assigned properties is required.

1. AA degree required – BA preferred
 2. Certified on HUD, RHS and Tax Credit with on-going education and training in required fields
 3. At least 3 years Property Management experience
 1. Knowledgeable in landlord tenant law, fair housing, leasing, and customer service
 2. Experience in Senior Housing
 3. Experience in Affordable Housing
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1. Current Washington State Real Estate license required
 2. Valid driver's license and current vehicle insurance

How to become our newest Director of Compliance:

Use this link to apply online and we'll reach out to you!

<https://bit.ly/3gfiuLI>

Hours, Pay, & Location:

Full Time

Pay: Depends on experience

Location: Everett, Washington

Legal Stuff:

Hiring is contingent on passing a complete background check. Coast Property Management is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information. This role is not eligible for visa sponsorship.