

Compensation: \$55,000 to \$60,000

**All Community Roots Housing employees must show proof that they are fully vaccinated on their first day of work or submit a request for a religious or disability based exemption.**

Benefits: Medical HMO, dental and vision insurance is free for employees!!

### **Company Summary**

**Everyone has the right to a quality, affordable home.** At Community Roots Housing, this truth drives our work. By embracing community-led development and engaging in deep-rooted partnerships, we're fostering vibrant, equitable communities where everyone has access to safe, affordable and welcoming homes. Today, nearly 50 apartment buildings – over 2,000 residents -- we continue our commitment to build community with and for people. We are a top performing, high-capacity not-for-profit corporation with an innovative portfolio throughout the Seattle area. Our buildings have won numerous awards from HUD, Urban Land Institute, Affordable Housing Finance Magazine, Future wise and other community development awards.

We are intentional in our hiring processes, seeing it as a chance to interrupt the cycle of racial and economic injustice that limits communities from accessing employment, building skills and investing in their own leadership development. We prioritize applicants who have firsthand experience in navigating the many systems that our residents face which impede their opportunities for success, as majority low-income, LGBTQ, and people of color.

### **Job Summary**

Community Roots Housing is looking for a Compliance Specialist to work as part of the Compliance team to ensure tenant eligibility for occupancy and compliance with all occupancy regulations established by HUD, Tax Credit and other regulatory agencies for Community Roots Housing's portfolio. This position will work closely with Site Managers, Residents, and other CRH staff.

### **Duties and Responsibilities**

- Review new move-in tenant files ensuring compliance with all regulatory requirements.
- Review certifications for timely completions and accuracy with all funding requirements
- Monitor compliance with waitlist and applications processes per funding and regulatory requirements
- Assist in the development of new policy and procedures
- Assist in the development of training materials and presentations
- Monitor compliance with funder requirements regarding required monthly and quarterly reports and processes
- Monitoring compliance with Fair Housing laws and regulations.
- Prepare and submit of annual funder reports and responses from outside funding audits
- Assist in new property lease-ups and leasing at all buildings as needed

- Conduct initial and ongoing training for all staff positions on leasing, certifications, and compliance duties
- Assist with BP support & problem solving, providing training to assigned portfolio
- Maintain a high degree of confidentiality relative to work performed.
- Update late certification reports weekly for Site Manager and Portfolio Managers
- Assist in preparation of review and implementation of new and ongoing program regulations.
- Review HAP Renewals, Annual Rent Increases, Gross Rent Changes, and income limits for submission
- Review and submit all special claims for HUD properties.
- Check Utility Allowances and Voucher Schedules Quarterly.
- Responsible for transmitting and reconcile of EIV, TRACS and HUD submissions for portfolio.
- Other duties as assigned

**Minimum Qualifications:**

- Two-year experience in multi-family housing programs, compliance and/or program monitoring
- Strong mathematical ability in calculating sums, ratios, averages, annualizations and percentages
- Ability to read and interpret complex documents and manuals, such as regulatory agreements and compliance regulations
- Excellent oral and written communication skills
- Experience with the Microsoft office suite, especially Outlook and Excel
- Strong problem solving and analytic skills, with attention to detail
- Excellent relationship building skills
- Demonstrated record of team building, leadership and professional achievement
- Experience working with diverse populations
- Good knowledge of Landlord/Tenant and Fair Housing laws

**Preferred Qualifications:**

- Associates degree in Business, Social Services, Human Services, Public Administration or related field; Or may
- substitute additional two years of relevant work experience for the required degree
- Two years' experience in multi-family housing programs, compliance and/or program monitoring
- HUD, Tax Credit or related compliance certification
- Experience with reporting through WBARS
- Experience in property management software, especially BostonPost

**Supervisory Responsibility:**

None

Community Roots Housing is an Equal Opportunity Employer. Candidates of color, LGBTQ candidates, women, candidates with disabilities and candidates of all religions and national origins are strongly encouraged to apply. Community Roots Housing is a “Ban the Box” employer. However, per Federal Department of Housing and Urban Development requirements, any candidate selected for this position must undergo a criminal history background check prior to employment.