

## **COMPLIANCE MANAGER - Central Compliance**

**Overview:** Beacon Residential Management (BRM) employs a Centralized Compliance department (CC) to work with Low Income Housing Tax Credit (LIHTC) properties with 100 or less LIHTC apartments and/or properties that have part-time managers. CC will provide front-line services to the property to alleviate the burden of file processing, tracking of compliance controls, and reporting. "Front-line" work comprises processes that would normally be conducted by site staff, including but not limited to sending and receiving verification forms, computing income, completing certification paperwork, Yardi data-entry, report maintenance, and electronic file preservation.

Beacon's CC Department also offers front-line and monitoring services to external clients. As of 2012, there are two external clients contracted with CC. Currently, CC operates out of a processing center in Haverhill, Massachusetts.

**General Statement of Duties:** Responsibilities include implementation and ongoing preservation of corporate standards for quality assurance, internal controls, reporting, and audit preparation with particular emphasis on CC-monitored properties. Protects Owner's interests by ensuring compliance with federal and state programs, including but not limited to Low Income Housing Tax Credit (LIHTC), Section 8, Public Housing, HUD etc. for CC properties and throughout company portfolio, and as assigned.

**Supervision Received:** Reports to Director of Compliance.

**Supervision Exercised:** No supervisory duties required.

**Essential Functions of the Position: Note: responsibilities are relevant to CC and properties assigned to work with CC.**

(Any one position may not include all of the duties listed, nor do the listed examples include all duties that may be found in positions of this class.)

- Fosters a positive, active and collaborative relationship with residents, communities and associated agencies.
- Enforces and adheres to company policies, rules and regulations.
- Assist in the development, implementation and maintenance of Central Compliance processes, procedures and documentation.
- Conduct internal training and testing (individual and group)
- Conducts internal audits and file reviews, including all move-in and annual recertification file review/approval for internal (Beacon-owned/managed) and external (contract) properties.
- Oversee the administration of ShareFile – the system used to store and transfer files between properties and CC.
- Conducts monthly meetings with assigned properties to review past, current and future certifications to keep move-in and annual certifications "on track."
- Has oversight of assigned consulting contract(s) in capacity of "project manager"
- Monitor regulatory agreements to ensure compliance
- Develops and oversees internal reporting controls, including monthly compliance matrices, tracking occupancy rules to ensure ongoing program compliance.
- Annually publishes applicable income and rent limits, and tracks utility allowance documentation and implementation.
- Communicates and updates program changes to field personnel
- Assist with strategic planning and implementation of compliance measures at newly acquired properties, including lease-up activity at new properties
- Works patiently, professionally and cooperatively with residents and staff
- Standardizes and oversees monthly reporting requirements to external entities
- Prepares annual compliance reports as required by state agencies
- Assists with audit coordination, oversight and response
- Attends compliance-related continuing education seminars

- Special projects, as assigned

**Minimum Qualifications**

**Education:** Bachelor's Degree or equivalent knowledge or expertise.

**Experience:** Five year of related work experience. Certified Occupancy Specialist (COS) designation required. Minimum two years of Tax Credit experience. C3P designation. Public Housing experience and COS-P. Requires professional knowledge of government subsidy regulations and COS expertise gained through experience and education.

**Qualifications and Skills:** Strong interpersonal skills. Analytical and conceptual skills with proven problem solving skills. Knowledge of Microsoft Word, Excel, Yardi. Excellent verbal and written communication skills, self-motivated, flexible, creative and detail oriented. Familiarity with housing agency regulations and related terminology. Ability to handle emergency situations and pressure due to complexity and time-sensitivity. Ability to be an active team member within the Company. Preserves and respects resident and applicant confidentiality. Willingness to travel as needed.

**Travel requirements:** May occasionally visit properties and attend offsite meetings/ training seminars.

**Beacon Core Competencies:** Teamwork, Integrity/Ethics, Dependability, Customer Focus, Adaptability/Flexibility.

Qualified Candidates should forward a cover letter and resume with salary requirements to [careers@beaconcommunitiesllc.com](mailto:careers@beaconcommunitiesllc.com). Please be sure to reference Compliance Manager-Central Compliance in the subject line. For additional information about Beacon Communities, please visit our website at [www.beaconcommunitiesllc.com](http://www.beaconcommunitiesllc.com)