



COMPLIANCE TECHNICIAN

Department: Property Management
Reports To: Property Manager
Jobs Supervised: Undetermined
Exempt: No

The Compliance Technician is responsible for assisting with administering the site's subsidy program and administrative tasks involved with the day-to-day management of the site.

ESSENTIAL FUNCTIONS

Compliance

- Assists with all aspects of compliance administration in accordance with HUD rules and regulations.
- Enters compliance information into computer system.
- Interviews residents and completes annual recertification including 50059 and supporting documentation.
- Maintains waiting lists in accordance with HUD rules and regulations.
- Assists prospective residents with application process.
- Provides complete and accurate documentation of all tax credit requirements.
- Stays abreast of all compliance issues and updates.

Financial

- Ensures that on-site revenues are collected and administrative expenses are within budget guidelines.
- Collects, records and deposits rents. Prepares associated revenue reports for management.
- Notifies property manager of delinquencies.

Property Management

- Assists with recording resident requests for maintenance work.
- Maintains resident relations to insure a positive image for the development, staff, and Sherman Associates.
- Assists management with professionally administering marketing, leasing, subsidy administration and turnover operations.
- Assists with move-in and move-out procedures including unit inspections, security deposit processing and unit preparation.
- Addresses resident concerns in a timely manner and reports them to property manager.
- Ensures compliance with all Sherman Associates policies and procedures.
- Complies with all fair housing laws.
- Demonstrates a clear understanding and consistent use of Real Page software.

MINIMUM REQUIREMENTS

- High school diploma or equivalent.
- Working knowledge of federally assisted housing regulations.
- Excellent verbal, written and interpersonal skills.
- Demonstrated proficiency and accuracy with numbers. Proficiency in MS Office Suite (Word, Excel, PowerPoint) applications
- Detail oriented.
- Demonstrated ability to maintain an accurate filing and record keeping system.
- Ability to manage multiple projects or tasks.
- Industry certification in tax credit and/or HUD Section 8 programs.
- Minimum one-year property/site office experience.
- Must have access to reliable transportation.
- Willingness and able to travel extensively between sites.
- Valid drivers license and good driving record.

PHYSICAL REQUIREMENTS

- Ability to sit for extended periods of time.
- Ability to lift up to 10 pounds.
- Ability to use a computer keyboard, adding machine and calculator.
- Ability to file for extended periods of time.
- Ability to open and close file drawers.
- Ability to reach above and below shoulders.
- Ability to bend at waist, kneel and stoop.
- Ability to stand for extended periods of time.

This job description is intended to provide information essential to understanding the scope of the compliance technician position. It is not an exhaustive list of skills, duties, responsibilities or working conditions associated with the position.

Employee Signature

Date

Print Name