

Compliance Specialist

Job Summary: This position is responsible for preparing and documenting all Community compliance files to regulatory requirements and HNN required standards.

Essential Duties and Responsibilities

1. Apply knowledge and skills to ensure compliance with regulatory commitments.
2. Maintain a strong commitment to outstanding customer service.
3. Develop, refine, and effectively implement excellent communication skills.
4. Responsible for accurate data entry in company's software applications.
5. Knowledge of the rental agreement.
6. Prepare new move –in, interim and annual certification files to ensure accuracy and compliance with regulatory requirements.
7. Communicate with the Corporate Compliance Specialist regarding discrepancies or deficiencies noted within certification files and ensure corrections are implemented within 48 hours and to HNN required standards.
8. Prepare responses to Compliance audits as needed for the Corporate Compliance Specialist and to HNN required standards.
9. Maintain a professional attitude and appearance at all times.
10. Maintain high ethical standards in all matters.
11. Must be organized, have strict adherence to due dates and be professional and able to work well with others.
12. Attend webinars, in person training and online training as communicated by your Manager, HR or any other corporate designee.

Knowledge, Skills and Abilities

1. Must have knowledge of Fair Housing, Low Income Housing Tax Credit regulations and Washington State Housing Finance Commission Regulations.
2. Knowledge of WA state tenant landlord law (RCW 59.18).
3. Must have the ability to effectively communicate with onsite staff, Corporate Compliance Specialists, and co-workers via email and phone.
4. Confidentiality in regards to information and situations.

Qualifications

1. Prefer one year of compliance experience and/or one year at HNN.
2. Prefer experience with HUD regulations, as outlined in the HUD Handbook 4350.3.
3. Demonstrates enthusiasm in developing a mastery of tax credit process at HNN.
4. Self-motivating with a high level of positive energy.
5. Outstanding written and verbal communications.
6. Outstanding mathematical skills and reasoning ability.
7. Detail oriented and deadline driven.
8. Knowledge of software, in particular, Microsoft Office Suite (Outlook/Word/Excel), Yardi, WBARS, and On-Site.
9. Successful completion of background check and drug screen is required.
10. Must have at least a high school diploma/GED.

11. Must be able to speak, read and write English in a manner sufficient to carry out the duties.
12. Must be legally qualified to work in the U.S. meeting I-9 guidelines.

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 accommodations 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 sit, see, talk and hear. The employee is occasionally required to stand; walk; use hands and fingers; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

1. Flexibility to travel to different locations as needed.
2. Valid Driver's License/Valid Insurance.
3. Flexibility to work evenings and weekends as needed.

Other Duties

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced or delegated by management to meet the business needs of the company.

AAP/EEO Statement

HNN provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Further, the company takes affirmative action to ensure that applicants are employed and employees are treated during employment without regard to any of these characteristics. Discrimination of any type will not be tolerated.

HNN Accountability

To the Compliance Manager, Investment Manager, Philip Nored, Jack Hunden and Tom Neubauer as owner representatives and to our entire team – each individual is accountable for everyone else.

Signatures

This job description has been approved by management:

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position:

Employee _____ Date _____

