JOB DESCRIPTION
AFFORDABLE HOUSING COMPLIANCE ANALYST
Revised 10/23/2017

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation and gender identity.

GENERAL STATEMENT

Under the direction of the Director of Compliance and Property Management Director, the Compliance Analyst will work directly with the Director of Compliance and other Sr. Compliance staff. This position assists with maintaining full compliance of all Foundation Communities' programs. Our goal is to maintain the organization's good standing with federal and state agencies, as well as all of our various compliance program requirements.

The Compliance Analyst should be well versed in all of the guidelines and regulations pertaining to Foundation Communities' compliance programs, such as Low Income Housing Tax Credits (LIHTC), HOME, HUD Section 8 Voucher, Housing Trust Fund, TCAP RF (Tax Credit Assistance Program), Neighborhood Stabilization Program (NSP) and Section 811.

Essential Job Functions:

Approval of files –
- Review files for calculation errors, i.e., SSI, SSDI, pay stub, employment verification forms, over time, bonuses, etc.
- Changes/updates to required forms such as Under/Over $5,000 asset form, Cert. of Zero Income form, etc.
- Review of assets, i.e., bank accounts, retirement accounts, inheritance, real estate, etc.
- Review all recertification information from previous year to present. Be sure information has not changed, i.e., household size, employment, etc.
- Verify during the approval process if staff has classified them with correct designation, i.e., ELI (Extremely Low Income), VLI (Very Low Income) or LI (Low Income).

Complete monthly compliance reports with accuracy and timeliness for internal reporting and funder requirements –
- Match files received and approved to monthly report to verify income, rent, HH size, etc. is being noted on the compliance report correctly.
- Match IC's to compliance report and files approved to be sure all information on IC match's what was approved
- If file was not received, ask for approval page from property staff.
- If IC is incorrect, request a corrected IC to scan and save on server.

- Monthly compliance report information updated to TDHCA/CMTS and MDSI each month for applicable properties.

KEY RESPONSIBILITIES
- Assist the Director of Compliance and other senior compliance staff with all compliance related issues.
- Work with on site Property Management staff relating to lease file compliance.
- Maintain full knowledge of the rules and regulations of each compliance program.
- Attend training on a regular basis to stay current with any program changes and/or updates.
- Perform all data entry to in-house compliance reports and relating to all on line reporting to funders.
- Complete, review and compare the monthly compliance reports for thoroughness and accuracy prior to submissions to TDHCA/CMTS & MDSI.
- Review and approve all new lease files submitted by each property for compliance purposes.
- Review and approve all lease files submitted by each property for annual recertification for all applicable properties

SKILLS REQUIRED
- Must be computer literate with working knowledge of Excel, Adobe, Word and OneSite (Property Management software).
- Excellent written skills
- Detailed oriented while exercising accuracy.
- Ability to follow direction.
- Excellent mathematical and analytical abilities
- Dependable with positive attitude.
- Excellent organizational and time management skills
- Ability to handle pressure related to deadlines.

MINIMUM QUALIFICATIONS
- Thorough working knowledge of Federal, State and City Compliance Program Requirements.
- College preferred, but a degree is not necessary.
- A minimum of 2 years experience in the Affordable Housing Compliance field.

TO APPLY
Please send a cover letter, three references and a resume to resumes@foundcom.org. Be sure to include the position for which you are applying in the subject line and body of your email.