

**FOUNDATION COMMUNITIES
DIRECTOR OF COMPLIANCE
JOB DESCRIPTION**

JOB TITLE: Director of Compliance

DEPT/DIV.: Property Management/Compliance **REPORTS TO:** Director of Family Property Management

FLSA STATUS: Salaried

WORK LOCATION: FC Main Office

Position Summary:

- Director of Compliance ensures that Foundation Communities developments adhere to all federal and local funding received. Funding requirements include income qualification, rent restrictions, special needs, homeless requirements, student status, etc. Clear knowledge of layered funding is required of Low Income Housing Tax Credit, HOME, TCAP RF, Section 811, HTF and NSP funding rules. Along with funding rules, a good understanding of LURA's, the 10 TAC (Texas Administrative Code) via TDHCA and the 4350.3 Guide, Chapter's 4 & 5. This position is expected to work closely with Property Management and Development Departments.

Essential Job Functions:

- Oversee the compliance department with management assistance to plan for future changes and/or systems that will benefit the department and FC as the portfolio continues to grow and change.
- Supervise the Compliance Analysts and Compliance Managers through hiring, training, disciplining, counseling, conducting performance reviews along with wage and salary determinations.
- Responsible for reviewing all application/LURA's as developments' are established.
- Responsible to provide clear and precise direction to compliance staffs' timeliness and accuracy of work performed.
- Attend regular training of LIHTC -Section 42 and HOME training, and if time allows, TDHCA round tables where future compliance regulations are decided.
- Good understanding of LURA's set by funders and applying funding requirements to an internal Excel compliance tracking worksheet. Excel worksheets typically include move in/move out date, resident name, household size, unit size, annual income, income/rent designation per funding; this will consist of 30%, 40%, 50%, 60%, 80%, Market or Unrestricted. If LIHTC, BIN numbers should be included along with the date TCO is received (Temporary Certificate of Occupancy). This date is used to capture correct rent and income limits from the TDHCA rent and income tool which is based off of PIS (Placed in Service) date or TCO date. Excel tracking documents should include funding type, i.e., TDHCA LIHTC; HOME; TCAP, HTF, NSP, City HOME; City CDBG, City Bond, etc., and FHLB, homeless, special needs, student status, 6th year recertification date, over 55+, etc.

- Director is the main contact for all auditor requests, file and/or physical inspections requested by TDHCA, FHLB, City of Austin, Enterprise, Raymond James and other funders and syndicators as necessary.
- Director will conduct 2nd review of monthly compliance reports on all properties for accuracy and assurance funder requirements are being met.
- Conduct 2nd review and/or assist with quarterly reporting to all funders. The Compliance Director is to understand the reports, processes and deadlines required for each funder to be sure they are strictly adhered to.
- Review files when analysts are not available and/or when a file submitted is time critical.
- Complete and submit all parts of the Annual Owner's Compliance Reports (Parts A-C) for all TDHCA funded properties. Accuracy and adherence to due date are critical.
- Complete and/or submit annual reporting to FHLB and the city for various properties when requested.
- Submit all required documents and Income Certification form to the City of Austin during initial lease up of new developments (where applicable.)
- Review and submit all completed files from initial lease up's/occupancy phase of new properties. All files should be reviewed thoroughly prior to submitting for errors or denoted information. Due dates should be strongly adhered to.
- Conduct 2nd review or complete and submit annual reporting to Monitoring Data Systems, Inc. for necessary properties.
- Complete annual IRS 8703 form where applicable for any future City of Austin or TDHCA Bond funded properties.
- Director will work with compliance analysts to make required changes to internal forms set by the Texas Administrative Code via TDHCA and other funders. The Director of Compliance and compliance staff will work closely with the Property Management Directors and District Manager's to make appropriate edits as required.
- Responsible for handling all income qualification grievances that arise with the assistance of the Compliance Audit and Training Manager.
- Work with Property Management staff to collect required documents for all file reviews and property inspections conducted by TDHCA and other funders.
- Director is responsible to ensure all required documents and questionnaire's for file reviews, inspections, etc. are completed accurately and submitted on time.
- Responsible for timely submission of utility allowance data to TDHCA for approval. The Compliance Director, Property Management and Development Departments may be required to work together to ensure adherence to strict TAC guidelines set by TDHCA and the City of Austin. Working knowledge of the Actual Use Method (AUM), Energy Consumption Model (ECM), and the HUD Utility Model are key. Public Housing Authority (PHA) is also used.
- Director works closely with Onsite Manager, Family Property Management and Supportive Housing Property Management departments.

Other Duties & Responsibilities:

Other duties and/or additional training may be requested of the Compliance Director from time to time and when time permits.

Minimum Qualifications (experience, education, credentials, language):

- Experience in managing a Compliance Department with multiple layers of funding requirements such as Low Income Housing Tax Credits (LIHTC) – Section 42, HOME Final Rule, Section 811 Program, NSP, HTF, and Affordable Housing Program. This also includes advanced knowledge of local, state and federal requirements.
- HCCP and COS certifications preferred.
- Bachelor's degree is preferred and/or related work experience.
- Excellent communication and writing skills.
- Organizational skills and ability to multi-task a must.
- Proficient in Excel.
- English language, however, Spanish language would be helpful in some situations, but not required.

Physical Demands/Work Environment :(includes small amount of lifting, twisting, bending, sitting, standing, keyboarding, driving, noise, indoor/outdoor etc.)

Requires sitting or standing at a desk for long periods of time indoors. Eye and hand coordination for viewing of monitor screen and multiple reports along with high volume of keyboard use. Driving to properties for audits and attending training seminars.

Director of Compliance is a full time permanent position.

Compensation:

Competitive salary with excellent benefits

To Apply:

Send resume and cover letter with salary requirements to Desiree Golden desiree.golden@foundcom.org

No phone calls please

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