

Inner City Christian Federation
ICCF Nonprofit Housing Corporation
Job Description

Job Title: Rental Compliance Coordinator
Department: Real Estate Development and Management (REDM)
Reports To: Senior Property Manager
FLSA Status: Non-Exempt
Prepared By: Ryan Schmidt, VP of Real Estate Development and Management
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SUMMARY

Responsible for coordinating all aspects of rental compliance requirements for numerous publicly-funded multifamily properties owned and managed by ICCF.

Candidates must feel a connection to non-profit mission-driven community development work, be capable of working in a fast paced environment with continuously changing priorities, and be able to quickly pick up on new concepts and ideas.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Evaluate agency requirements and implement compliance procedures for all properties;
- Review resident applications and determine eligibility for the affordable housing program for the specific communities within our portfolio;
- Manage resident re-certifications, rent increases, and utility allowance changes;
- Field incoming inquiries from property management staff with questions directly related to income and asset eligibility, legal rents, and property-specific compliance requirements;
- Conduct site visits (where appropriate) to review resident files and implement standardization of pending and recertification files;
- Consistent monitoring to ensure each facility is in compliance with regulatory requirements specific to the facility;
- Complete annual/quarterly/monthly compliance reports as required;
- Prepare for and attend affordable and LIHTC audits performed by state and regulatory agencies;
- Perform file audits and identify errors and/or missing documentation;
- Follow up with facilities on file audits to make sure corrections have been completed. Keep a log of files audited and files to be audited;
- Review new applications for completeness prior to submission;
- Maintain an effective system for reporting and monitoring compliance for all properties;
- Ensure that all properties meet compliance requirements for LIHTC, HOME, AHP, Section 8, and all housing programs;
- Maintain income limits, rent limits, and utility allowances and coordinate annual rent adjustments within the portfolio;
- Provide and/or coordinate training for property management and program staff;
- Build and maintain relationships with funding agencies;

- Assist with the collection of rent at facilities;
- Assist Senior Property Manager and Property Managers as needed;
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Attention to detail is essential for success in this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university is preferred but not required.

Minimum 2 years working in residential property management specifically affordable housing developments financed through LIHTC, HOME, AHP, etc;

Related experience and/or training or equivalent combination of education and experience.

Excellent communication skills are necessary to succeed in this position.

LANGUAGE SKILLS

Ability to read and interpret documents such as rental applications, leases, compliance documentation, regulatory agreements, etc. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Michigan Real Estate Salesperson license would be helpful, but is not required.

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 use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.