



HIPhousing  
HHAV

## Compliance Specialist

**Why HIP Housing?** Human Investment Project, Inc. (HIP Housing) is a highly respected nonprofit agency offering innovative solutions to the San Mateo County affordable housing challenge. Founded in 1972, HIP Housing's mission is to invest in human potential by improving the housing and lives of people in our community. We provide housing options to 1400 low-income people each year and benefit from exceptional staff, well-established programs, and financial stability. HIP Housing's programs are nationally recognized and have been highlighted in Newsweek, USA Today, Metropolitan Home, and the Oprah Winfrey Show.

**Our Team** Our team includes a staff of 42 with a diverse governing board of 18-20 Directors who assist in advancing HIP Housing's mission. We seek team members who embrace our mission and respect our commitment to our community and staff.

**Job Summary** The Compliance Specialist for HIP Housing Affordable Ventures, Inc. (HHAV) is responsible for processing and completing the initial move-in & annual tenant income and asset certifications as required by the property's regulatory agreements, lease, and management contract & plan. The role will also manage monthly rent collection for multiple properties, tenant correspondence and notifications relating to rent payment and rental rates, assisting with evictions and other legal proceedings relating to nonpayment of rent, assisting tenants in seeking outside resources for rent relief, and ensuring HHAV's policies and procedures comply with regulatory and ethical standards for local, state, and federal affordable housing programs.

### **Responsibilities:**

- Perform regular internal audits of files, policies, and procedures to ensure compliance with local, state, and federal housing programs
- Monitor relevant local, state, and federal regulations and legislation and make recommendations for policy changes as necessary for compliance (e.g., TCAC, HUD, MOHCD, HCD, etc.)
- Educate and train staff on local, state, and federal compliance relative to their roles in the rent collection and income certification process
- Regularly update forms/documents/resident selection criteria
- Prepare initial income certifications and annual recertifications
- Send out 120, 90, 60 & 30-day notices related to income recertifications each year in a timely manner to ensure files are completed on or before the contract anniversary date (move-in date)
- Track and monitor compliance by each adult household member for each of the properties managed by HHAV, and send our reminder, warning, and lease termination notices as applicable
- Ensure all TICs are signed by each adult household member on or before the contract effective date to remain in compliance with the regulatory agreements for each of the properties managed by HHAV

- Execute the Yardi certification and payment processes
- Collect rent and manage monthly rent roll for properties owned and managed by HIP Housing Development Corporation (approximately 200 units)
- Prepare monthly compliance and revenue reports
- Compile and maintain tracking sheets with all pertinent tenant/household data (Resident Controls, Tenant Profiles, Project Status Reports, etc.)
- Submit reports as required or requested by partner agencies for tenant demographics
- Maintain household tracking sheets for the annual Welfare Tax Exemption filing
- Prepare balance due reports for tenants
- Collaborate with the Finance department and legal team to streamline processes and complete accounting responsibilities
- Attend weekly staff meetings and monthly inter-departmental meetings
- Provide support to the property management team for specific properties, as needed
- Represent HHAV in court proceedings if required for evictions or other legal matters
- Develop and implement training program to ensure appropriate milestones are reached within the HHAV department
- Assist in the onboarding of new employees, specific to training

#### **Required Skills/Abilities**

- Proficiency with Yardi property management software and Excel required
- Demonstrated knowledge of affordable housing programs, including HOME, HUD
- Demonstrated understanding of fair housing, tenant and landlord rights, and other regulations and legislation relating to residential property management and affordable housing
- Demonstrated knowledge of LIHTC programs and CTCAC policies and procedures
- Basic accounting/bookkeeping
- Experience preparing and analyzing financial reports
- Experience in below-market-rate residential property management
- Experience in leasing, rent collection, lease administration, and affordable housing compliance
- Excellent writing, interpersonal, and “listening” skills
- Organized, detail-oriented, able to focus, multi-task, and work cooperatively with others
- Reliable transportation, valid California driver’s license, and proof of insurance
- Must be able to read English at a level sufficient to understand label instructions and warnings; write English at a level to write professional reports, correspondence, and notices to regulatory agencies, coworkers, and tenants; and speak English to communicate effectively with regulatory agencies, residents, coworkers, and vendors

#### **Education/Experience**

- 3-5 years experience managing below-market-rate housing programs and/or residential property management of below-market-rate units.
- Candidate is required to have one of the following certifications, Tax Credit Specialist Certification (TCS), Certified Occupancy Specialist Certification(COS), or Blended Occupancy

Specialist Certification (BOS). If not retained at the time of hire, the Tax Credit Specialist Certification (TSC) is required within six months of employment.

- Yardi experience is required.
- Strong computer skills with Microsoft Windows, Gmail, Outlook, Word, DocuSign, DropBox, and Excel; and use a telephone, copier, fax, and other basic business machines.
- Ability to speak Spanish or other languages preferred but optional.

### **Physical Requirements**

- Prolonged periods of sitting at a desk and working at a computer screen
- Must possess a valid CA driver's License, vehicle, and liability insurance with appropriate limits
- Must possess a vehicle to travel to and from properties during inspections, meetings, training, conferences, etc.
- Must be able to lift 15 pounds at times

### **Compensation and Benefits**

- Full-time, exempt, at-will, annually reviewed position
- Health Insurance
- Vision & Dental Insurance
- PTO/Paid Holidays/ Floating Holidays
- Short/Long Term Disability Insurance
- Matched Pension Plan
- This position features the option of alternating Fridays off
- The annual salary range is \$65,000-\$70,000, based on experience

**Please send a cover letter and resume to [recruiting@hiphousing.org](mailto:recruiting@hiphousing.org). The subject line should indicate *Compliance Specialist*. Open until filled.**

***HIP Housing is an Equal Opportunity Employer:*** Human Investment Project, Inc. is committed to a diverse and inclusive workplace. Human Investment Project, Inc. is an equal opportunity employer (EEO) and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or another legally protected status.