



Property and Compliance Manager

Reports to: Executive Director

Position Summary

The Property and Compliance Manager is responsible for planning, controlling, and directing the day to day operation of the property, and for maintaining effective and harmonious resident and owner relations. The purposes of this position are to meet the financial objectives of the ownership and management, to protect the value and integrity of the property, and to be responsive to all applicable government agency standards and requirements.

Primary objective: to maintain compliance in affordable units within Positive Investments multifamily property portfolio. Current oversight includes Bond, Moderate Income, LIHTC, HUD 202 and Section 8 housing.

- Receive, Process, and Return Move-in paperwork from our residents
- Receive, Process, and Return Annual Recertification paperwork
- Market property to ensure quality of rental advertising and printed material
- Complies with Affirmative Fair Housing regulations and Equal Opportunity/Affirmative Action policies, including federal, state and local governing agency requirements
- Demonstrates respect and regard for the dignity of all residents, families, visitors, vendors and fellow employees to ensure a professional, responsible, and courteous environment
- Supervise the Facility Technician
- Solicits bids from vendors in accordance with company policy
- Maintains compliance with applicable state and federal program regulations, including required reports and certifications
- Maintains detailed written records per company policy and in accordance with all governing agency requirements

- Supervise and conduct annual Key Keepers training
- Demonstrates respect and regard for the dignity of all residents, families, visitors, vendors and fellow employees to ensure a professional, responsible, and courteous environment.
- Commits to recognize and respect cultural diversity for all customers (internal and external).
- Works with maintenance team to implement maintenance programs and controls
- Follows NDH marketing policies and reporting requirements, maintains comparability studies, and implements site resident retention program
- Prepare written communications and/or verbally interact with our residents, applicants and Site Teams involving:
 - Compliance Questions
 - Approvals and denials
 - Additional information needed
 - Upcoming recertification
 - Prepare for MOR audits as directed (HUD)
 - Prepare for REAC Inspections (HUD)
 - Prepare monthly and/or quarterly reports as assigned –
 - Submit TRACS for assigned HUD Properties
 - Assist in reconciling all transmissions with accounting (HUD Properties)
 - Assist in property management and lease Issues
 - Perform additional duties as directed

Minimum Qualifications - Education & Experience

- Position requires background in property management, compliance or corporate level. Candidate must possess at least 3 - 5 years of file processing skills, be proficient in math, possess strong organizational skills and be adept in Microsoft Word and Excel.
- Compliance Designations: Tax Credit Specialist (TCS) and/or Certified Occupancy Specialist (COS) certifications preferred

Job Type: Full-time