



JOB DESCRIPTION

Position: Compliance Specialist

Type: Exempt

Reports to: Director of Compliance

Location: Washington, DC

ABOUT FARIA MANAGEMENT:

Faria Management is the property management division of Dumas Collective. The firm provides boutique style property management services by bringing an unconventional, solution-based owner's approach to urban communities. Faria Management's mission is to provide a brand of luxury affordable housing® which is a high-quality boutique style form of management services, to owners of income-restricted housing. Since commencing on-site management operations in 2015, Faria has increased the size of its portfolio nearly tenfold and currently operates over 2,300 units between the DC Metro area and Petersburg, Virginia.

POSITION DESCRIPTION:

If you are a self-motivated leader that possesses a combination of analytical, assertive and personable qualities with experience in the property management industry, then our Compliance Specialist role is for you. The Compliance Specialist will directly report to the Director of Compliance.

RESPONSIBILITIES:

The Compliance Specialist day-to-day responsibilities shall include the following:

- Perform compliance tasks which can include resident certifications, monthly voucher preparation, repayment agreement generation, waiting list applicant processing, and compliance reporting
- Verify/monitor to ensure properties are in compliance with applicable Affordable Housing Program rules and regulations
- Staying current on all HUD updates and program requirements. This will include attending periodic compliance training/webinars
- Respond to compliance-related questions from Management
- Implement file audit procedures to ensure compliance with regulatory agreements for the affordable projects. This particular function may include, but not be limited to ensuring all first-year tenant files for tax credit projects, tax exempt bond projects, and HUD projects are 100% compliant, and ensure that all first-year files from each property have been copied and filed in an "off-site" and/or central location
- Verifying compliance with Fair Housing standards and Management policies and procedures
- Work with Director of Compliance and the Compliance Department to develop and execute action plans for non-compliant properties, including corrective action plans based on internal/ external audits. and Property Management team to develop action plans for non-compliant properties, including corrective action plans based on internal/external audits

MINIMUM QUALIFICATIONS:

- 3-5 years' experience with Project Based Section 8 HUD, LIHTC and other affordable housing program compliance is required
- Knowledge of HUD 4350.3, EIV, Reasonable Accommodation Requests, LIHTC income limits and rent calculations, Fair Housing, Real Estate Licensing
- A deep sense of community awareness and a determination to make improvements
- Proven ability to build trust with members of a community with different backgrounds, motivations, and concerns in order to obtain information and solve problems
- COS certification minimum required, HCCP preferred

SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING ATTRIBUTES:

- Read/interpret complex documents, such as regulatory agreements and compliance regulations
- Work as an effective team member, and in a collaborative manner with staff, peers, and supervisor
- Interpret and understand tenant file information
- Notary Public a plus
- Proactive and extremely responsive
- Solution-oriented with the ability to counterbalance problems with creative solutions
- An expressed willingness to learn and practically apply knowledge gained
- Working knowledge of Yardi 's property management software preferred
- Experience with state/local housing agencies and corresponding reporting requirements
- Excellent oral and written communication skills
- Strong financial and analytical skills
- Strong organizational skills and ability to remain composed and flexible
- Demonstrated commitment to the mission, philosophy and vision of Faria Management
- Energy and commitment to work in an entrepreneurial environment with the ability to prioritize responsibilities while delivering timely and accurate work product

ADA SPECIFICATIONS (Physical demands that must be met to successfully complete the essential functions of the job):

- Requires the ability to use a computer and office equipment traditionally found in office settings.
- Requires the periodic ability to travel regionally, on behalf of the company.

For more information, please visit: www.fariamangement.com