



Job Announcement

POSITION DESCRIPTION

- Faria Management is a boutique property management company seeking a Compliance Manager. The Compliance Manager will work directly with government, state, investment, and lending agencies, to ensure properties maintain compliance with the following programs: HUD Multifamily Section 8, HOME Investment Partnerships Program, and Section 42 Tax Credit annual recertification requirements. We are looking for a compliance leader with a proven track record to provide best in class customer service for the residents in our communities.

RESPONSIBILITIES:

- Conduct investigative research to determine the source of complex non-compliance issues and develop a plan to correct the issue and implement procedures to prevent repeat occurrences
- Provide Compliance team with updates pertaining to HUD Multifamily and Section 42 Tax Credit regulations
- Provide training to go over HUD and Section 42 Tax Credit requirements
- Work with HUD Specialist to ensure all HUD requirements are being met for properties currently managed and properties in the process of being acquired
- Assure required HUD forms (HUD-9839, HUD-9832, HUD-2530, etc.) are current; and Affirmative Fair Housing Marketing Plans are updated every five years, or as needed
- Conduct periodic internal reviews or audits to ensure that compliance procedures are followed
- Conduct or direct the internal investigation of compliance issues
- Assess product, compliance, or operational risks and develop risk management strategies
- Identify compliance issues that require follow-up or investigation
- Disseminate written policies and procedures related to compliance activities
- File appropriate compliance reports with regulatory agencies
- Verify that software technology is in place to adequately provide oversight and monitoring in all required areas
- Maintain documentation of compliance activities, such as complaints received or investigation outcomes
- Consult with corporate attorneys as necessary to address difficult legal compliance issues
- Discuss emerging compliance issues with management or employees
- Collaborate with human resources departments to ensure the implementation of consistent disciplinary action strategies in cases of compliance standard violations
- Advise internal management or business partners on the implementation or operation of compliance programs
- Provide employee training on compliance related topics, policies, or procedures
- Provide assistance to internal or external auditors in compliance reviews
- Prepare management reports regarding compliance operations and progress

- Monitor compliance systems to ensure their effectiveness
- Report violations of compliance or regulatory standards to duly authorized enforcement agencies as appropriate or required
- Keep informed regarding pending industry changes, trends, and best practices and assess the potential impact of these changes on organizational processes
- Design or implement improvements in communication, monitoring, or enforcement of compliance standards
- Verify that all firm and regulatory policies and procedures have been documented, implemented, and communicated
- Direct the development or implementation of compliance-related policies and procedures throughout an organization
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Business, Finance or related field of study is preferred.
- Five (5) or more years of Compliance experience required.
- Compliance experience with income-restricted properties preferred.
- The ability to multi-task and prioritize work effectively is required along with strong attention to detail with an analytical skillset.

PHYSICAL REQUIREMENTS - ADA SPECIFICATIONS

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

- While largely sedentary, this position requires the ability to sit, stand, and lift up to 20 lbs., speak, and hear, sometimes for extended periods of time.
- 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.

FARIA Management is an equal opportunity employer and offers a competitive compensation package.