

## Compliance Specialist

We seek a Compliance Specialist for our client, **Lake Metropolitan Housing Authority**. Reporting to the Assistant Director of the Housing Authority, the Compliance Specialist is responsible for ensuring the Authority maintains compliance in all programs in accordance with applicable rules and/or regulations; responds to inquiries, questions and concerns regarding compliance issues. Conducts investigations, informal hearings, reporting and implements quality control measures for housing authority programs; performs the monthly SEMAP (Section Eight Management Assessment Program) audit including QC file audits and reports the findings. Performs clerical work and may perform eligibility and verification activities as needed.

Though not all inclusive, additional responsibilities of the Compliance Specialist include:

- Works with other staff members to ensure that programs are meeting HUD guidelines and operating at peak efficiency. Provides regular follow up and assessments of operating processes and procedures pertaining to compliance.
- Develops and updates program policies. Prepares timely and accurate reports.
- Works closely with staff members in preparation for Multifamily Management and Occupancy Reviews (MORs), including desk review, on-site review and any corrective actions needed.
- Coordinates entry of the family certification forms for submission.
- Provides Enterprise Income Verification (EIV) training and certification activities; maintains security files and completion documentation; ensures users are trained.
- Works with staff members to determine debt created by unreported income and/or other program violations; determines necessity for repayment agreements and prepares promissory notes.

### Qualifications

- Bachelor's degree in a related field.
- Two or more years of experience and/or training in compliance related position.
- Hearing Officer training and housing program certifications required or ability to become certified within one year of hire.
- Will consider an equivalent combination of education and experience to meet the required knowledge, skills, abilities and competencies of the position.
- Ability to understand, interpret, and apply laws, rules or regulations to specific situations. Knowledge of HUD rules and regulations governing public housing programs helpful.
- Knowledge of SEMAP (section Eight Management Assessment Program) and Multifamily Management and Occupancy Reviews (MORs) indicators helpful.
- Ability to interpret and explain policies and/or procedures to help others understand and implement same.
- Demonstrated ability to exercise a high degree of discretion dealing with confidential and sensitive matters.
- Demonstrated ability to work with the public, participants, coworkers and officials effectively in a professional and courteous manner.
- Excellent organizational and recordkeeping skills plus attention to detail.
- Strong math skills including calculating fractions and percentages.
- Excellent verbal and written communication skills including the ability to train others on policies and procedures and provide feedback to staff on file audit findings.
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint) and typical office equipment; ability to become proficient in Authority software (PHA Web).
- Must possess a valid driver's license and be insurable under the agency's vehicle insurance plan.
- Legally compliant, confidential and ethical conduct, while living the values of teamwork and maintaining a client-centered focus.

In addition to competitive salaries, Lake MHA offers an excellent benefits package including: medical, dental and vision coverage; PTO and paid holidays; compressed work week; life insurance and short term disability insurance; Ohio Public Employee Retirement and deferred compensation. Please note that Lake MHA does not participate in Social Security.

Lake Metropolitan Housing Authority (Lake MHA) administers housing assistance for approximately 1,800 families throughout Lake County. This consists of three federal housing programs, the Housing Choice Voucher (formerly known as Section 8), Multi-Family, and Public Housing programs. These programs offer low and moderate income households the opportunity to rent affordable, decent, and safe housing. More importantly, Lake MHA provides these households a stable living environment in order for them to work towards economic self-sufficiency.

Equal Opportunity Employer

Please no walk-ins or telephone calls.

To apply, send resume to:

[RKay@HumanicsLLC.com](mailto:RKay@HumanicsLLC.com) or

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