

**HOUSING AUTHORITY OF SAVANNAH
1407 Wheaton Street
Savannah, Georgia 31404**

CLOSING DATE: **Open until filled**

TITLE: **Compliance Manager**

Reports to: **Director of Development Services**

BEGINNING SALARY: \$68, 000.00

TO APPLY: **SUBMIT APPLICATIONS TO:** **HUMAN RESOURCES OFFICE
1407 WHEATON STREET
SAVANNAH, GEORGIA 31404**

.POSITION SUMMARY:

Under the supervision of the Development Services Director, the Compliance Manager will develop, implement, and monitor an affordable housing compliance program for the Housing Authority of Savannah (“HAS”). The Compliance Manager will oversee the file review process in addition to maintaining overall regulatory compliance for all affordable communities owned or managed by HAS. The Compliance Manager will collaborate closely with HAS staff, development and other business partners, and government representatives to ensure the effective administration of the HAS affordable housing compliance program.

ESSENTIAL JOB FUNCTIONS:

- Oversee and manage the file review process.
- Meet all deadlines from state agencies/regulatory agents for reporting.
- Maintain HUD compliance and ensure owners maintain clean 2530s.
- Maintain relationships with State Agencies to ensure efficient communications during audits and annual reporting.
- Ensure that the company is current with state forms and requirements, IRS updates an industry best practices.
- Cultivate relationships that lead to effective cross-departmental collaboration among the development, finance, asset management, and compliance functions.
- Prepare and respond to audits by any regulatory agency.
- Facilitate annual income limit and utility allowance updates.
- Develop improvements to systems and processes which increase efficiency.
- Develop and facilitate effective in-house compliance training programs.
- Participate in special projects and compile reports as required.
- Conform with and abide by all regulations, policies, work procedures, and instructions.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES:

- Working knowledge of affordable housing redevelopment and preservation programs including, but not limited to, low-income housing tax credits, tax-exempt bonds, HUD Multifamily programs, and other housing/real estate financing mechanisms.
- Sound administrative skills including an ability to plan and coordinate activities among various agencies and monitor performance according to contracts.
- High level of proficiency with Microsoft Excel, Word and PowerPoint. Proficiency with other presentation software is a plus. Experience with Yardi and Tenmast is highly desired.
- Strong interpersonal skills and an ability to communicate and work with diverse groups of people.

- Ability to communicate effectively and clearly, both orally and in writing.
- Demonstrated ability to utilize own initiative, work independently, and produce high quality deliverables under a variety of conditions and constraints.
- Commitment to remain current on federal, state, and local regulations relating to planning, development, public housing and construction projects.
- Ability to compile data and produce clear and comprehensive reports.
- Ability to work in less than ideal conditions (e.g., noise, high traffic areas, etc.)
- Knowledge of administrative practices and procedures.
- Knowledge of modern office equipment including copiers, personal computers, facsimile machines, etc.

PHYSICAL REQUIREMENTS:

Must be physically able to access all areas of Housing Authority property. Must be able to work, stoop, kneel, crawl, push, pull, move, or carry objects or materials such as files, computer printouts, reports, calculators, pencils, legal pads, etc.

MINIMUM EDUCATION, TRAINING, AND/OR EXPERIENCE:

The ideal candidate will possess the following:

- Bachelor's degree in real estate, finance, business administration, or related field.
- 5+ years low-income housing tax credit (LIHTC) experience
- 5+ years of experience with HUD Multifamily Housing programs
- 2+ years of management experience
- HCCP Designation (or equivalent)
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license.
2. Able to be covered under the Housing Authority's fidelity bond.