

COMPLIANCE SPECIALIST

Orange County Housing Finance Authority (OCHFA)

The Orange County Housing Finance Authority is seeking qualified candidates for the position of Compliance Specialist.

Position Summary:

The Compliance Specialist, under the supervision of the Executive Director, will be responsible for day to day administration and coordination of all operational and compliance functions of the Multi-Family Program. The Administrator will be responsible for monitoring all set-aside requirements of the Land Use Restriction Agreements, auditing resident files, management procedures, conducting onsite training and making recommendations to the Executive Director relating to Multi-Family policies, procedures and processes.

Essential Duties:

- Under general supervision, responsible for the monitoring of the 20/80, 20/50 and 40/60 requirements existing on OCHFA multi-family programs in regard to tax compliance requirements as outlined in the Land Use Restriction Agreement and Authority policy for OCHFA financed projects.
- Performs regular audits of resident files, waiting lists, management procedures to establish completion of proper documentation which accurately establishes 20/80, 20/50 and 40/60 status, rental rate compliance, rent cap compliance and adherence to general Authority guidelines. On-site audits also include inspection of units, models, amenities and grounds at random.
- Responsible for tax compliance of properties subsequently refinanced/refunded utilizing tax credits, HOME federal funds, tax-exempt bonds and SHIP program.
- Monitors monthly income certifications and Bond Program Reports from all properties.
- Responsible for training leasing staff through seminars, office and on-site technical worksessions; Preparation of memoranda to developers and management companies; assist in the preparation, revisions and implementation of compliance forms when needed.
- Provides technical and general assistance to management companies and on-site leasing staff. This includes preliminary discussion prior to commencement of the Qualified Project Period.
- Follow-up with developers and management companies regarding submission of program documents as outlined in Land Use Restriction Agreement. Prepares detailed summaries for future reference.
- Prepare monthly rental and audit reports for inclusion in the Authority's monthly Board Agenda Packet.
- Monitors occupancy of M/F properties to determine cause of low ratios and work with management to improve occupancy ratios.
- Address public inquiries regarding multi family programs and requirements.
- Prepare training materials for the Multi-Family Program.
- Conduct public hearing (TEFRA) for the Multi-Family Program.
- Responsible for filing related area activity documents.

- Assist with the development and implementation of new programs.
- Prepares and coordinates placing upcoming multi-family bond issues on agendas of the various County Commission meetings in a timely manner.
- Responsible for monitoring construction progress of all multi-family developments during the construction phase.
- Responsible for site visits to inspect properties' condition.
- Annually reviews management operations of each multi-family developments.
- Assists with all program operations and functions where necessary.
- Assumes primary responsibility for project input and updates in the multi-family database.
- Performs other duties assigned by the Executive Director, reasonably associated with any of the essential duties and current needs of the Authority.

Qualifications:

- Bachelors degree in Real Estate Development, Business Administration, Public Administration, or related field and two (2) years of industry related experience; OR seven (7) years of related industry experience.

Application Submission:

Qualified candidates should submit a cover letter and resume to the attention of the Human Resources officer via email at humanresources@ochfa.com

No phone calls.