

# Job Description

<b>Department</b>	Asset Management
<b>Job Title</b>	Compliance Coordinator
<b>Reports to</b>	Director of Compliance & Training

**Job Summary:** *(Provide a high-level summary of the role in 2-3 sentences.)*

The Compliance Coordinator plays a critical role in ensuring regulatory compliance across OCCH's portfolio. Compliance Manager will assist with the collection of tenant file and other supporting documentation, and engage in the tenant file review process to ensure conformance with federal and state requirements in adherence with OCCH policies and procedures.

**Essential Job Functions:** *(List the core functions and responsibilities of this position including the percentage of time spent on each major job function. Group similar tasks together. This is not intended to be an all-inclusive list; yet it should capture the essence of where the majority of time will be spent.)*

## Function / Core Responsibility

**Manage Flow of Information:** The Compliance Coordinator is heavily involved in helping to ensure full regulatory compliance across the OCCH portfolio. Detailed tenant information is collected at the time of original move-in and thereafter on an annual basis for ~20% of the units. The Compliance Coordinator will interface with partners in collecting this information, and prepare to funnel this information into the formal file review process. Good communication skills and great attention to detail is required.

**Test Tenant Files for Regulatory Compliance:** Compliance Coordinator receives and tests tenant files for regulatory compliance both at initial move-in upon project inception and tests ~20% of tenant files on an annual basis thereafter. Must be familiar with regulations surrounding LIHTC compliance, and have great attention to detail when reviewing information. Outcomes of reviews are incorporated into a variety of internal and external reports that monitor lease-up status, calculate credit delivery or provide insights to others across the organization. Position requires strong technical expertise and great attention to detail.

**Communicate With, Support and Train Partners:** Compliance Coordinator will be required to clearly and concisely communicate results of tenant file reviews at the conclusion of the review process, and be prepared to interface with partners to coach them on strategies to remedy any identified deficiencies.

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## Education/Certifications:

- Holding certifications in one or more widely recognized programs is highly desirable (HCCP, SHCM, COS, TaCCs, C3P, RD Star, etc.)
- Bachelor's degree is preferred but not required

## Work Experience:

- 3+ years of relevant experience within HUD, LIHTC, property management or real estate industry
- Work history must demonstrate competency in areas related to the key work responsibilities identified above
- Must be able to provide strong references that speak to the strength of character and depth of communication and technical skills

## Knowledge, Skills & Abilities:

**Organized with Strong Work Ethic and Great Attention to Detail:** To be successful, one must be highly organized; be highly productive; and possess a strong work ethic. Maintaining high quality standards with work product is required, despite the fast-pace and high volume of work performed. Attention to detail is a necessity.

**Good Communication Skills:** Position requires good written and verbal communication skills. Must be able to connect with partners and build rapport over time.

**Commitment to Ongoing Professional Growth:** The successful candidate will enthusiastically embrace the opportunity to continually grow and push oneself to continuously improve.

## About Ohio Capital Corporation for Housing:

Ohio Capital Corporation for Housing is a nonprofit organization based in Columbus, Ohio. Our mission is: ***Cause the production, rehabilitation and preservation of affordable housing.*** Our mission is at the heart of everything we do. Our core values are our building blocks and foundation. When we live our values of: **Collaboration & Communication, Respect, Expertise, Accountability, Trust, Innovation, Inclusion & Growth**, we are **CREATING** our future success. Ideal candidates will be passionate about our mission and exhibit our core values with a commitment to continuous improvement and growth.