



JOB DESCRIPTION

POSITION TITLE:	Compliance Coordinator
REPORTS TO:	Director of Compliance
JOB CLASSIFICATION:	Exempt, Full-Time
COMPENSATION:	\$56,000 TO \$60,000 Annually

You will find meaning in your work and go home each day knowing you're making a difference in someone's life. Your skills and your experience can make an impact at Brothens Property Management communities.

JOB SUMMARY:

The Compliance Coordinator is responsible in assisting the overall property management functions of the properties within the Brothens Property Management (BPM) portfolio by overseeing compliance of the department's systems and property programs offered.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES:

- Obtain a working knowledge of and become proficient in all software and web-based solutions utilized by BPM related to subsidy administration, billing, collecting and recording, including but not limited to TRACS, REAC, EIV, and leasing software.
- Responsible for monthly processing of all property HAP Voucher and TRACS submissions.
- Ensure that Month End is completed, and reports are sent to the appropriate accountant prior to the end of the month.
- Gather data and provide compiled data reports as required including but not limited to, delinquency reports, maintenance reports, recertification reports, occupancy and waitlist reports.
- Training site staff on using the leasing software and company processes as needed.
- Assures that individuals under their supervision have appropriate training, knowledge, skills and understanding of their duties and responsibilities. Serve as a coach, teacher, mentor for all assigned staff.
- Oversee all functions related to the leasing software. Assures properties are using the software as required and resolves any issues linked between property operations and accounting/bookkeeping.
- Review and approve legal demands for the property.
- Responsible for property compliance with all regulatory and legislative requirements, establish and maintain relationships with financial entities, partners, and regulatory agencies, such as the U.S. Department of Housing and Urban Development (HUD), state finance agencies and other applicable entities. Interact as needed, securing approvals as required.
- Assists in internal file audits of tenant files. Includes noting results and assuring proper file compliance is maintained in accordance to BPM procedures and regulatory requirements.



- Assuring all properties are prepared for regulatory agency and city inspections/reviews. Includes creating and maintaining property binders that include any inspection related documents.
- Responsible for timely submission of loan compliance and other financial institution reporting as required.
- Supervise Quality Assurance Technician -to ensure files are being reviewed property and in a timely manner
- Assisting supervisors or area managers with special projects as assigned.
- Perform any other additional duties as assigned.

COMPETENCIES:

- Personal: Must be able to follow directions, provide excellent customer service, display respect and professionalism at all times. Must be able to work independently or as part of a team when required.
- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with vendors and employees at all levels throughout the organization.
- Must be able to follow directions, provide excellent customer service, display respect and professionalism always.
- Must be able to work independently or as part of a team when required.
- Attention to detail and sound judgement.
- Equipment: Must be able to handle general office equipment (fax, computer, copier) and mobile phone.
- Physical: Must be able to lift up to 20 pounds, walk up and down stairs, stand, sit for extended periods of time.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Minimum of 2 years of experience working in the property management industry, with affordable housing experience preferred (project-based section-8, tax-credit, PBRA, PRAC, etc.).
- Hold Certified Occupancy Specialist (COS) certificate or equivalent housing knowledge certificates.
- Experience with property management software.
- Problem solving and decision-making ability.
- Must possess advanced technical knowledge of Property Management systems, including financial skills, operational skills, and managerial skills. Must be familiar with and able to interpret federal regulations.
- Must hold a valid state of Colorado driver's license, insurance, and reliable transportation.

PREFERRED QUALIFICATIONS

- Accredited Residential Manager (ARM) or Certified Property Manager (CPM).
- Experience with Realpage Onesite Property Management Software.

BENEFITS:

- 403B with 3% match
- Dental Insurance
- Health Insurance
- Paid time off including vacation, sick and personal leave; plus, paid holidays
- Life Insurance
- Vision Insurance
- Solid working environment

