



**MISSION  
HOUSING**  
DEVELOPMENT  
CORPORATION

### Compliance Analyst

**Job Title:** Compliance Analyst  
**Location:** San Francisco. Hybrid.  
**Department:** Asset Management  
**Reports To:** Senior Asset Manager, Compliance & Monitoring  
**Job Status:** Exempt, Full-Time  
**Compensation:** \$75,000.00 to \$80,000.00 per year, DOE; medical, dental, vision & retirement plan  
**To Apply:** Send cover letter and resume to [hr@missionhousing.org](mailto:hr@missionhousing.org)  
**Note:** Vaccination against COVID-19 is not a requirement of the job, but it is optional and strongly recommended.

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#### About Mission Housing:

Mission Housing Development Corporation is a private non-profit housing developer founded in 1971. Mission Housing develops high-quality, well-managed, affordable, sustainable communities that promote the self-sufficiency of low- and moderate-income families, seniors, and persons with diverse needs and offers technical assistance to service providers to help them develop affordable housing that meets the needs of special populations with a comprehensive vision of community. We own approximately 44 affordable housing buildings serving over 3,300 residents with diverse ethnic and cultural backgrounds in San Francisco's Mission District.

#### Essential Functions:

The Compliance Analyst for Mission Housing serves as a liaison with agency records and outside contractors to ensure that all issues related to programmatic compliance are met. The position will design and execute audits and internal controls to ensure that property management and asset managers comply with applicable rules and regulations, agreements and operating procedures as well as present appropriate recommendations to property management and asset management regarding any identified areas of potential non-compliance.

The Compliance Analyst ensures that the regulatory and compliance requirements are met for each property and reports to the Senior Asset Manager, Compliance & Monitoring. The position requires a person with knowledge of local, state, and federal affordable housing requirements. The Compliance Analyst performs on-site file reviews/audits, assists on lease ups, and provides periodic training to property management and asset management staff. The position will also:

- Conduct internal audits of tenant files in a timely manner with accuracy; assist property management in setting and ensuring rent and income levels and utility allowances, and oversee the waitlist management for all sites.
- Coordinate with Property Management to ensure that all 1<sup>st</sup> year and annual tenant files are in compliance.
- Is also responsible for the coordination of third-party compliance audits and all inspections from stakeholders including but not limited to Federal/State and local government entities, investors, lenders and partners and will oversee corrections and successful closure of audit and inspection reports.
- Develop and organize corrective action plans based on internal or external audit findings.
- Collect, analyze and summarize compliance data from LPA and regulatory agreements, pro forma budget, utility allowance schedule, rent and income limits, tax credit application, place-in-service documents such as the Preliminary Reservation and Carryover Allocation letter and IRS form 8609.
- Be responsible for timely compliance reporting to investors, lenders, partners and other regulating agencies.
- Maintain ongoing communication with Senior Asset Manager of Compliance & Monitoring, Property Supervisors, Property Managers, and Asset Managers regarding compliance issues.
- Communicate in an effective and clear manner with MH Staff as well as with property management staff, property investors, lenders, partners and other reporting agencies.
- Place all audit correspondence on the network drive and work with property management to make sure corrections are addressed within deadlines set by auditors.
- Prepare and submit all compliance reports to stakeholders timely and accurately.
- Track various tasks such as reporting, audit & inspections, budget review process, business forms filing, internal and external communication & responses, welfare & property tax exemption filings and update compliance calendar and tracking logs as needed.
- Participate in lease-up and/or marketing at new and existing properties, during all phases of new construction and acquisition.
- Be responsible for – as new properties are developed – leasing-up, reviewing final regulatory agreements and adding all reporting and compliance requirements to the compliance schedule and Unit Matrix.
- Support all Property Management needs in partnership with all aspect of a rent-up and compliance related matters.
- Support other staff members in compliance training and be available for questions/information as it pertains to investor/lender guidelines.
- Attend LIHTC, HUD industry meetings, and other compliance workshops and trainings as required and necessary.
- Review and approve resident selection plan, application packet, marketing materials.
- Perform other duties as considered appropriate and consistent with the mission of Mission Housing, including working at occasional community-building activities, programs and events, as needed, during business hours or on weekends.

**Minimum Qualifications:**

- Four years of experience working in affordable housing and/or residential property management setting.
- Three years of experience in income averaging and in the leasing up of newly constructed 100% affordable housing buildings.

- Knowledge of HUD, TCAC, HOME, HCD, MOHCD, and other guidelines/programs
- 504 Compliance Certification required
- Demonstrated knowledge of Fair Housing Laws as well as other regulations and rules
- Certified Occupancy Specialist (COS) or Tax Credit Specialist (TCS)
- Relevant experience with HUD, RAD, HSH, bonds, tax credits and layered subsidies
- Experience working in affordable housing properties with multiple layers of funding
- Familiarity with affordable housing management principles, including funding and regulatory requirements, landlord/tenant law, and fair housing regulations
- Excellent organizational, administrative, financial, and communication skills (written and oral)
- Proficient in Microsoft Work, Excel & Outlook and Property Management or data tracking software.
- Valid California driver's license.

**Preferred Qualifications:**

- Strong interpersonal and communication skills
- Sensitivity to challenges facing low-income and monolingual residents
- Ability to work collaboratively with different levels of management and government agencies
- Capacity to work independently and exercise own judgment in problem-solving
- Experience working in the nonprofit sector
- Associate's Degree or some college credits

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit; move from one location to another; reach; communicate to various individuals; occasionally climb and stoop, kneel, crouch, or crawl; occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**JOB DESCRIPTION REVISION**

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with this job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.

Mission Housing Development Corporation is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, sex, sexual orientation, age, national origin or disabilities. Please let us know if you need any special accommodations. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Mission Housing Development Corporation is a drug-free work place as required by the "Drug-Free Workplace Act of 1988".

**Pay:** \$75,000.00-\$80,000.00 per year, DOE; medical, dental, vision & retirement plan

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