

# Napa Valley Community Housing

## JOB DESCRIPTION

### COMPLIANCE ASSISTANT

Status: Non-Exempt  
Supervisor: VP of Compliance

Full Time Position  
Department: Compliance

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The Compliance Assistant ensures all NVCH properties meet the requirements of partnership, loan, and regulatory agreements, as well as state and federal law. Primarily provides compliance support and training to the NVCH property managers. Also monitors the progress of each property toward meeting compliance requirements with certifications, vacancies, and occupancy. Responsible for accurate, complete & timely record keeping within the department and promotes this standard among the property managers. Assist property managers with the proper application of compliance forms, policy and procedure and use of our YARDI Voyager software program.

#### **Key Responsibilities:**

- I. Develop and maintain a working knowledge of the regulatory requirements and general program rules governing the operation and management of NVCH properties. Apply that knowledge to your work as well as share it with others. You will...
  - Audit 1<sup>st</sup> year recertifications to ensure all income and assets have been properly verified, applications and other forms are signed and filled out completely, all required documents are present in the files and reflect the required certification period, and that income projections are accurately calculated.
  - Receive Monthly/Weekly Compliance Reports from property managers assigned to you and accurately record any changes indicated in this report and update the VP of Compliance with any compliance concerns.
  - Monitor recertifications, ensuring completion in a timely manner. This may involve sending reminders to managers, making them aware of what certifications are due and tracking the progress of certifications not completed by the due date.
  - **Assist in rent-up process** for new developments, including marketing tasks, document creation, application processing and staff training.
  - Assist in the on-going **monitoring and training of property management staff** regarding compliance policies and procedures, program and legal requirements and their application. Utilize consistent verbal and written communications to provide feedback and guidance.

- II.** Assist the VP of Compliance to ensure guidelines and procedures established by regulatory agencies are honored and accurate information is available for periodic reporting to funders through adequate monitoring, accurate record keeping and maintenance of effective reporting systems. You will...
- Help maintain the **Compliance Library**, a system of property information containing loan, regulatory and other pertinent documents for each NVCH property that define the responsibilities of this agency as owner and manager.
  - Recommend appropriate corrective action to resolve noncompliance; works with property managers to correct non-compliance issues.
  - Ensure compliance with all Secure System and EIV requirements for Napa Park Homes.
  - Assist with various reporting to regulatory agencies and investors.
  - Maintain and update **Compliance Forms** on a quarterly basis. Ensure all property managers receive and are using the most current version of all required forms.
  - **Monitor NVCH website** monthly to ensure updated compliance forms are posted for all properties and the correct forms are attached to each property, etc. When needed create new or updated forms and send to our webmaster for website posting.
- III.** Perform other duties, assignments and special projects as requested by the VP of Compliance.

**Qualifications:**

- Minimum of 2 years of Affordable Housing Experience (Tax Credit, HUD Section 8, HOME)
- COS and TCS certifications preferred; must maintain certifications through ongoing courses.
- Demonstrate knowledge of Fair Housing.
- YARDI experience
- Excellent organizational, administrative, and communication skills (written and oral)
- Proficiency in Microsoft Office Products, specifically Excel, Word, and Outlook

**Application Process:** Please submit your resume to NVCH, 150 Camino Dorado, Napa, CA 94558; Attention: NVCH HR Department. Resumes can also be emailed to nvch.org or faxed to 707-255-0252.

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