

## Kentucky Housing Corporation Job Description

**Job Title:** Asset Compliance Specialist I

**Work Group:** Multifamily Asset Compliance

**FLSA Status:** Non-Exempt

**GENERAL PURPOSE OF THE JOB:** Performs program monitoring and compliance reviews for adherence to state and federal rules, regulations, policies, and related statutes for assigned KHC funded projects. Prepares written responses and provides technical assistance to recipients that are monitored. Documents and tracks all compliance reviews to ensure timely completion and adherence to federal guidelines. Assists in the development of compliance tools, procedure manuals and compliance guidelines when necessary. Responsible for oversight of the Annual Performance Reports (APR) process for all rental programs (Housing Credit, HOME, AHTF, SMAL, HAF and Housing Credit/RHS) and review of Housing Credit Owner's Annual Certifications for compliance. This position has the potential to work from home or a satellite office. Extensive travel is required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Conducts on-site compliance monitoring reviews of recipients; prepares necessary follow-up correspondence. This includes oversight of the APR process.
- Ensures that project databases and spreadsheets are updated accurately and timely. Provides information for required reports to management.
- Reviews and updates monitoring tools; remains current with program regulations and requirements.
- Provides technical assistance to housing partners and assists with compliance training initiatives, as needed.

### **Knowledge, skills and abilities required of the position:**

<b>KNOWLEDGE OF:</b>	<b>SKILL IN:</b>	<b>ABILITY TO:</b>
<input checked="" type="checkbox"/> Federal housing programs, laws and regulations	<input checked="" type="checkbox"/> Collecting, analyzing and evaluating data	<input checked="" type="checkbox"/> Plan and organize work activities
<input checked="" type="checkbox"/> Grant programs/compliance monitoring	<input checked="" type="checkbox"/> Dealing with a diverse group of external and internal contacts at all levels	<input checked="" type="checkbox"/> Prepare reports
<input checked="" type="checkbox"/> Word processing/spreadsheet applications such as Microsoft Word/Excel	<input checked="" type="checkbox"/> Analyzing problems and reaching solutions	<input checked="" type="checkbox"/> Present ideas effectively
<input checked="" type="checkbox"/> Basic rules of grammar and business writing		<input checked="" type="checkbox"/> Handle sensitive/confidential information
<input checked="" type="checkbox"/> Basic mathematic principles		<input checked="" type="checkbox"/> Travel extensively throughout the state which may include overnight stays
		<input checked="" type="checkbox"/> Develop work plans and implement projects independently
		<input checked="" type="checkbox"/> Work in unsupervised environment

**Additional Information:** Position requires knowledge of MS Office Suite products. Position requires ability to work effectively with a wide variety of people, including external contacts as well as cross-departmental teams; ability to work in a team and as an individual to gain consensus; ability to multitask; ability to deal effectively with conflict; ability to work well under high pressure situations; ability to plan and present ideas effectively, both verbally and in writing. Position requires strong analytical skills, including problem-solving and attention to detail. Knowledge of state and federal housing programs helpful

Position requires extensive travel to conduct on-site inspections. As a result, safety precautions must always be considered.

**Education Requirements:** This level of knowledge would normally be acquired through completion of a bachelor’s degree in business administration, accounting, finance, management, real estate or related field. Four years’ related experience may be substituted for degree requirements.

**Experience Requirements:** Position requires a minimum of one year’s experience working in a responsible position in a professional environment, or in a position requiring knowledge of affordable housing programs, audit or compliance. Experience working with the administration of affordable housing programs preferred.

**TRAVEL REQUIREMENTS:** How much travel is required for this position?

	None	<50%	>50%
In-state	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Out-of-state	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overnight	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ADDITIONAL INFORMATION:** Work may require use of personal vehicle to travel extensively throughout the state to conduct compliance reviews. May require overnight stay. May require out-of-state travel to attend trainings or conferences.

**Required Competencies**

**Written Communication:** Is able to write clearly and succinctly in a variety of communication settings and styles. Has the ability to get messages across that have the desired effect.

**Customer Focus:** Dedicated to meeting the expectations and requirements of internal and external customers.

**Ethics and Values:** Adheres to the corporate values of respect, commitment and integrity.

**Organizational and Priority Setting Skills:** Sets goals and objectives; identifies roadblocks; uses time effectively and efficiently and can handle uncertainty and cope with change.

**Initiative:** Effectively completes assigned tasks, seeks additional opportunities and continuously strives to improve skills and abilities.