

bellwether *POSITION OPENING*



Compliance Specialist

Bellwether Housing is proud to be one of the 100 Best Companies to work for in Washington for 2011, 2012, 2013 and 2014, as well as one of the five best non-profits in the State. Come join our award-winning organization

Bellwether Housing is a highly respected non-profit real estate development and property management company. We currently provide affordable apartments to 1,900 households in 30 properties throughout Seattle. We seek a talented Compliance Specialist. The Compliance Specialist is responsible for staying current with trainings and applying their knowledge of affordable housing programs. This position will help in assisting the Compliance Manager in reviewing applications, recertification's and completing annual and ongoing funder reporting. Provide customer service and technical assistance to Bellwether Resident Managers throughout the housing application and annual recertification process, providing direct leasing assistance when needed. Also, this position will serve in providing training to Resident Managers upon hire, and to Bellwether staff on an as-needed basis.

Position Responsibilities:

- Following training, apply knowledge of affordable housing programs (LIHTC, Section 8, and other federal, state, and city programs), Bellwether operating procedures, and fair housing laws to the initial move-in and annual recertification process.
- Assist the Compliance Manager in reviewing applications, recertification's, and completing annual and ongoing funder reporting.
- Work collaboratively with the additional Compliance Specialist to accomplish departmental responsibilities and goals.
- Provide customer service and technical assistance to Bellwether Resident Managers throughout the housing application and annual recertification process, providing direct leasing assistance when needed.
- Provide training to Resident Managers upon hire, and to Bellwether staff on an as-needed basis.

Bellwether Housing offers an uplifting work environment with a diverse group of highly talented professionals who are committed to our mission of making excellent affordable housing available to the residents and communities that we serve. Bellwether has flourished for over 37 years through leadership, vision, entrepreneurial spirit, and a commitment to the values of respect, integrity, community and excellence.

Application Process:

Please send a resume and cover letter, **along with your salary requirements**, in Word or Adobe format to:

Email: **jobs @bellwetherhousing.org**

Minimum Requirements:

- Previous affordable housing compliance experience that demonstrates knowledge of initial and annual certification process, including income calculations.
- High school diploma or GED (equivalent education and experience may be substituted for the stated requirements).
- Experience and/or training in compliance requirements of the Low-Income Housing Tax Credit program and the programs of other public funders.
- Completion of WSHFC Fundamentals and Advanced training workshops.
- Experience and/or training in compliance requirements for HUD programs, including Section 8 and 811 PRAC.
- Experience applying fair housing laws and local landlord/tenant laws.
- Customer service aptitude, including problem-solving skills and the ability to respond quickly and tactfully to both internal and external customer requests. Positive attitude a must.
- Strong attention to detail and strong analytical skills.
- Ability to work independently and as part of a team.
- Dependable, self-motivated, and organized individual skilled at multi-tasking, meeting deadlines, and producing high quality work.
- Good oral and written communication skills, and the ability to communicate in English.
- Proficient in Microsoft Office applications, including Word, Excel, and Outlook

Desired Qualifications:

- Experience and/or training in compliance requirements of the Low-Income Housing Tax Credit program and the programs of other public funders.
- Completion of WSHFC Fundamentals and advanced training workshops.
- Experience and/or training in compliance requirements for HUD programs, including Section 8 and 811 PRAC.
- NCHM COS or equivalent.
- Spectrum C3P or equivalent.
- Experience with Seattle Housing Authority Section 8 Project and tenant-based programs.
- Experience working with AMSI/eSite or equivalent property management software.
- Familiarity with service-enriched housing programs, such as Sound Families and HOPWA

Other Position Requirements:

- Candidates selected for this position must pass a criminal history background check prior to employment with Bellwether Housing.
- A valid driver's license is required for this position.

Please visit our website to learn more about Bellwether Housing.

Web: **www.bellwetherhousing.org**

Bellwether Housing
1651 Bellevue Ave.
Seattle, WA 98122

Bellwether Housing is an equal opportunity employer. No applicant will be discriminated against because of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, sensory or mental or physical handicap, or disabled veteran or Viet Nam era veteran status.