



# JOB OPPORTUNITY

## Compliance Director

**Company Name:** Little Rock Housing Alliance d/b/a Metropolitan Housing Alliance [MHA]

**Title of Position:** Compliance Director

**Salary:** To be determined

**Position Type:** Full-Time/ Salaried/ Exempt

**Closing Date:** Until filled

**Location:** 100 South Arch Street – Little Rock, AR

**Hours:** Mon. – Fri.; 8:00a - 5:00p

Under the direction of the MHA Executive Director, the Compliance Director is responsible for all aspects of housing compliance including ensuring that agency operations, programs, files, and record keeping comply with organizational policies and procedures, HUD regulations, as well as with federal, state, local, and fair housing laws. The Compliance Manager will conduct reviews, lead training sessions, investigate allegations of non-compliance, develop reports, and make recommendations for corrective actions as needed. The individual must work collaboratively as a part of a team and commit to high-performance and high-quality customer service.

The below statements are intended to describe the general nature and scope of work performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

### **Essential Duties and Responsibilities:**

- Conduct reviews of agency operations, programs, policy & procedures, tenant files, and other pertinent records to ensure compliance with LRHA and federal requirements.
- Ensures quality control programs and procedures are completed and maintained as requires.
- Assures the satisfaction of customers in quality and responsiveness of services
- Utilize a tracking system for all files reviewed and assess overall process to identify systemic areas of concern.
- Uses systems in place to help provide a framework for managing records.
- Assist in performing regular reviews and updates to the ACOP, Agency/policies/procedures, and forms to ensure compliance with regulations.
- Interpret and apply statutes, rules, and ordinances.
- Updates and monitors web-based HUD reports.
- Monitor PIC reports monthly; Review and maintain a tracking system to address all PIC errors. Provide solutions to improve reporting rates and minimize errors.
- Possess knowledge of organization, operations, policies and procedures.
- Serve as Hearing Officer for Public Housing evictions and complaints

- Comprehensive understanding and knowledge of HUD regulations governing occupancy and administration of public housing and applicable Federal, state, and local laws.
- Identify and apply the principals of Property Management.
- May function as a team leader on various projects and assignments.
- Establish cooperative working relationships with employees and the general public.
- Interact with culturally, socially, and economically diverse community and stakeholders.
- Assess and prioritize multiple tasks and demands.
- Perform other duties as assigned.

### **EDUCATION and/or EXPERIENCE**

- Bachelor’s Degree in Business Administration, public administration, housing management, or similar field; and a minimum of 3 years experience in housing management; or equivalent combination of education and experience.

### **OTHER SKILLS AND ABILITIES**

- Must be professional, highly-analytically, and possess excellent written and verbal communication skills.
- Must possess proficient computer skills i.e., MS Word, MS Excel
- Must demonstrate time management and problem-solving skills with strong attention to detail.
- Must have the ability to process critical documents without direct supervision.
- Experience with HUD and other affordable housing programs preferred.
- Ability to interact with a multi-cultured, socially, and economically diverse group of individuals is a MUST.

### **BENEFITS**

- Medical/Dental/Vision Benefits
- On-site Fitness Center & Wellness Program
- Employee Assistance Program
- Basic Life Insurance & Supplemental Insurance
- Retirement Plan

### **HOW TO APPLY:**

Please email resume to [HR@mhapha.org](mailto:HR@mhapha.org) with subject: **“Compliance Director”**.

*Little Rock Housing Authority d/b/a Metropolitan Housing Alliance is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*