

Employment Opportunity Posting

PAHMA Member: Westmoreland County Housing Authority

Position: Compliance Specialist

Date Available: Mid-October

Location: Westmoreland County, PA

Job Description: The Compliance Specialist will work closely with our Regional Manager and Asset Management Director and will be responsible for the compliance oversight of the Multifamily Housing portfolio, as well as assistance with the Public Housing portfolio, in accordance with the procedures of WCHA and the U.S. Department of Housing and Urban Development (HUD).

Duties: Responsibilities include (but are not limited to): Enterprise Income Verification (EIV), Tenant Rental Assistance Certification System (TRACS), Management Occupancy Reviews (MOR), Systemic Alien Verification for Entitlements (SAVE), Admissions and Continued Occupancy Policy (A&O), Violence Against Women Act (VAWA), Housing Assistance Payment (HAP) reports, special claims, tenant file reviews, utility allowance updates, closing statements, house rules updates, tenant selection plan updates, gross rent changes, the updating of all forms administered to the WCHA portfolio, maintaining of compliance binders including Cyber Awareness Certificates and Rules of Behavior, etc.

Qualifications: Three (3) years of related work experience in field of housing management with an emphasis on compliance. Previous site manager experience preferred. Must be familiar with housing management and housing regulations specific to Multifamily Housing and Public Housing in accordance with HUD guidelines. Must possess strong organizational and management skills and the demonstrated ability to work as a critical member of a team that is committed to building strong communities. Must be proficient in Microsoft Word/Excel, have excellent verbal/written communication skills, be self-motivated, flexible and detail oriented.

Salary: Salary commensurate with work experience. 11 SEP

Benefits: Pension, health insurance, paid vacation and sick time.

Apply: Email – Submit resume to lindam@wchaonline.com