

# Employment Opportunity Posting

<b>Management Co.:</b>	Winn Residential
<b>Position Available:</b>	Regional Compliance Specialist
<b>Available:</b>	Immediately
<b>Location:</b>	Pittsburgh, PA

## **Job Description:**

WinnCompanies is searching for a hands-on, knowledgeable, and detail-oriented Regional Compliance Specialist to join our team in Pittsburgh, PA. In this role you will be responsible for ensuring that all policies and procedures from Winn and Affordable Housing agencies are communicated to, and implemented by, site managers and senior staff. You will be responsible for establishing a network of training, completing compliance reviews, monitoring property-specific compliance requirements, and providing direct support to the assigned portfolios to ensure properties are meeting or exceeding regulatory requirements across various agencies and organizations.

## **Essential Duties:**

- Perform regular on site and remote audits, both scheduled and unscheduled, and assist sites in preparation of, attend, and ensure timely and complete response to agency audit findings as well as extensive onsite file work may be required for this roll.
- Manage and monitor efforts of various departments during lease up or program conversion of new and existing properties to ensure owner and investor expectations are met or exceeded.
- Analyze and interpret regulatory documents to ensure proper setup of property management software for new and existing assets; manage and correct as necessary through helpdesk ticketing system.
- Collaborate with Corporate Compliance to design, develop, and deliver trainings through either direct delivery or coordination with existing trainings provided through professional organizations.
- Review, revise, disseminate, and implement policies and procedures to reflect new or changing agency and/or company requirements.
- Collaborate with various departments to drive overall property performance through monitoring, reporting, communicating, and tracking key indicators of financial and programmatic requirements.
- Provide direct support and routine accessibility to internal and external customers within the assigned portfolio through attendance at regularly scheduled meetings, conference or direct calls, email, and completion of helpdesk tickets.

## **Requirement:**

- Bachelor's degree preferred
- 3-5 years of relevant work experience
- Prior experience in affordable housing programs and management
- Proficiency in Microsoft Office applications: Excel, Word, and Outlook
- Knowledge of the Real Page software system is a plus
- Excellent verbal and written communication skills
- Strong team leadership skills and customer service skills

**Preferred Qualifications:**

- Certified Occupancy Specialist, C3P, CAM, CAPS, NAHP and/or SHCM
- Experience in a regional managerial position
- Bilingual in English and Spanish

**Compensation:****Benefits:**

**Apply:** Send Resumes to: [www.winncompanies.com](http://www.winncompanies.com)