



Building community from the heart

Company Name/Location: PEP Housing/Santa Rosa, CA
Job Title: Property Compliance Manager
Position Type: Full Time, Exempt
Pay Range: \$65-70k, DOE
Location: Santa Rosa, CA
Website: www.pephousing.org

About the Company

PEP Housing is in its 43rd year building community from the heart. We are a successful non-profit that builds and manages affordable housing for seniors living on limited, fixed incomes. With 18 properties, over 500 residents and projects under construction, we keep busy!

Our employees are as important as our residents, and our goal is to ensure both have a positive and rewarding experience during their time with PEP Housing. We value our employees, and we take pride in recognizing their outstanding talents and efforts. We are committed to the delivery of superior quality of services based on a foundation of honesty, integrity, and ethical treatment.

PEP's benefits include health and welfare plans (medical, dental, vision, LTD, etc.); retirement plan; work-life benefits (vacation and sick leave and 13 holidays); career development opportunities through mentorships and continuing education programs and a great working environment with professional growth prospects.

Position Summary

The Compliance Manager will monitor regulatory and company policy compliance and provide support at each of the PEP communities.

Principle Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plan and conduct quarterly on-site reviews of projects whose funding sources consists of Tax Credit, HUD project-based Section 8, Tax Exempt Bonds, AHP, RHCP, CalHFA, CDBG, NEF, MHP and other private and public sources.
- Conduct annual PRAC and HAP renewals, including Utility Analysis.
- Verify compliance with rules and regulations of various funding sources, Fair Housing standards and PEP policies and procedures.
- Recommend appropriate corrective action to resolve noncompliance; work with manager to correct noncompliance through corrective action.
- Provide compliance-related consultative services to site managers and their administrative staff. Identify trends in noncompliance and recommend corrective action through changes in policies and procedures and training. Assist the Compliance Director with implementation of policies, procedures, and processes. Supervises Compliance staff. See job description for more information.

Education, Skills and Experience

- Qualified candidates will have at least five (5) years of experience in multi-regional property management or housing regulatory agency.
- Certified Occupancy Specialist (COS), Certified Profession of Occupancy (CPO) or Tax Credit Specialist (TCS) certification desirable.
- Familiarity with Fair Housing laws and Section 504 of the Rehabilitation Act is necessary.



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- Ability to handle multiple projects at once and shift priorities in a fast-paced environment.
- Proficiency in Microsoft Office products, specifically Word, Excel, and Outlook.
- Strong math skills necessary.
- Strong written communication skills required.
- Ability to handle difficult situations in a calm manner. Additional information in job description.

Qualified candidates can apply by emailing resumes to sharonr@pephousing.org.

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, genetic information, or any other protected category. PEP Housing participates in E-Verify for U.S. citizenship confirmation. Potential employees must submit to all pre-employment processes, to include DMV, reference, and background checks.

COVID-19 considerations:

PEP Housing requires its employees to be fully vaccinated.