



A DIVISION OF GUARDIAN REAL ESTATE SERVICES LLC

Guardian Management has an opportunity for a **Full-Time Compliance Specialist** to join our experienced and committed team at **Cathedral Gardens!**

Position Summary:

Cathedral Gardens is a 124-unit HUD / LIHTC apartment community in North Portland. We are seeking an experienced Compliance Specialist who will be responsible for certification completion and oversight of compliance.

Qualification Requirements:

The requirements listed below are representative, but not exclusive of the knowledge, skill and/or ability required:

- Minimum 2 years' experience in affordable property management
- Minimum 2 years' experience with LIHTC & HUD programs
- Yardi experience preferred
- Certification in related field (HCCP, SHCM, C3P, COS, CPO, AHM) a plus
- Minimum 2 years' experience with compliance monitoring of LIHTC & HUD program

Schedule: 40 hours / week, Monday - Friday.

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodations.

- Complete files to ensure they are compliant with applicable Affordable Programs including Move-Ins, Annual Recertifications, Interim Recertifications, Gross Rent Changes, Terminations, Initial Certifications
- Review files to ensure they are compliant with applicable Affordable Programs
- Conduct applicant and tenant interviews in order to accurately complete certifications
- Complete and monitor EIV tasks, including running reports and working discrepancies
- Ensure income/rent limits and utility allowances are accurate on each certification
- Ensure calculated tenant rent and subsidies are accurate

- Guide and Support site staff on Move-in, Annual, and Interim certification files
- Maintain resident certifications and property information
- Train and assist in enforcement of company set policies and procedures
- Monitor status of all certifications
- Issue recertification notices
- Monitor property compliance with state, federal, local agency requirements for Affordable programs
- Track various metrics to determine property portfolio compliance performance
- Identify and work through potential compliance issues, working with Portfolio Manager by recommending plan of actions for resolution.
- Perform site file reviews for property audit preparation
- Attend state and national compliance trainings, as directed. Responsible for conveying changes in requirements to team for implementation for all program requirements
- Assist in compiling/preparing data to ensure all annual/quarterly investor/agency audits/reports are completed timely.
- Participate in ongoing updates to policies and procedures due to ever changing requirements with affordable programs.
- Prepare monthly subsidy requests and compare reports with data in Yardi to ensure accuracy of reporting and charges
- Participate and assist with the updates to income/rent limits and updates to Utility allowances to ensure compliance is maintained per affordable housing requirements.
- Communicate professionally and effectively
- Promote a supportive environment
- Other duties, as assigned and/or as necessary

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Or visit our Careers Page at <http://www.gres.com/careers/> and reference Job # 1061.

Guardian Real Estate Services LLC – Company Description

Established in 1971 and headquartered in Portland, Oregon, Guardian Real Estate Services has evolved into a leading management, development and investment firm. Our company offers a diversified real estate service platform including property management, investments, development, and advisory services. Guardian delivers custom solutions by offering a higher level of expertise, resources and creative capacity to develop a unique approach for each client. 40 years of experience, combined with the long tenure of our key staff, contributes to our strength and sets us apart in the industry. Our stability and security comes from our legacy of experience, industry knowledge, and integrity.

Guardian is a distinguished leader in the multifamily housing arena with a team of highly qualified real estate professionals. The company's vertically-integrated business model is sought by both private and institutional investors. Guardian's management portfolio includes over 130 assets throughout 55 cities located in four states, and is comprised of approximately 8,500 multifamily units. Guardian's portfolio includes a diverse mix of market-rate, affordable and senior housing. Guardian holds ownership interests in 35% of the portfolio under management.

The Guardian Experience – Our People

The Guardian Experience: Property Management is our strength. People have always been our passion. Our team is, and has always been, actively engaged in superior real estate management and enhancing the communities in which we live and work. In this economy, companies come and go. As a 3rd generation family owned firm, Guardian's growth and stability has evolved the company into a leading West Coast real estate management and investment firm.

Guardian Offers

In addition to competitive salaries, comprehensive benefits which include health, vision, dental, life, disability, 401(k), generous Paid Time Off and paid Holidays, we offer a culture in which individuals work and participate in collaborative team environments and are encouraged to continue to grow both professionally and personally.

AAP/EEO Statement

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.