



"Committed to Safe and Affordable Housing"

Job Title: Compliance officer
Classification: Non-Exempt
Category: Social Services
Salary Range: \$22.00 - \$32.00

Definition

The Compliance Officer for the Housing Authority ensures that all programs, properties, and operations comply with federal, state, and local housing laws, regulations, and funding requirements. This role involves overseeing adherence to HUD (U.S. Department of Housing and Urban Development) guidelines, Fair Housing laws, and other regulatory frameworks while developing policies and procedures to ensure consistent compliance. The Compliance Officer plays a critical role in maintaining the organization's reputation.

Typical Work

- Responsible for overseeing the company's policies and standards
- Monitor compliance with HUD regulations, Fair Housing laws, Low-Income Housing Tax Credit (LIHTC) requirements, and other applicable housing regulations.
- Ensuring all departments adhere to relevant regulations and laws by conducting audits
- Communicating compliance expectations to employees
- Responsible for the enforcement of lease provisions, performing revisions to applications, lease and management documents in accordance with the appropriate federal and state regulations.
- Conduct inspections as needed for units
- Maintain filing systems and records.
- Mail and post compliance notices and forms.
- Responsible for recording and responding to tenant complaints; will assist with necessary evictions.
- Support management in preparing for audits, reviews, or inspections conducted by regulatory agencies.
- Provide guidance to staff on regulatory updates and compliance issues.

Complies with the requirements of federal, state, and local laws, regulations, contracts, and grants applicable to YHA's housing programs including, federal fair housing laws and landlord/tenant laws.

Protect the privacy of all client related information; keeps a strict confidentiality of YHA business both while at work and during off duty hours.

Perform other duties as required.

P.O. BOX 1447 Yakima WA 98907 • www.yakimahousing.org

310 N. 6th Ave. Yakima WA 98902 • PH 509. 453. 3106 • FX 509. 453. 3111 • TDD 1. 800. 545. 1833 ext 560



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Knowledge and Abilities

Strong understanding of HUD regulations, LIHTC compliance, and Fair Housing laws.
Familiarity with housing programs such as Section 8, or Project-Based Vouchers.
Excellent organizational and problem-solving skills.
Strong attention to detail and ability to analyze complex regulations.
Effective communication skills to train staff and interact with stakeholders.
Proficiency in compliance tracking software and reporting systems (e.g., Yardi, or other housing management systems).

Legal Requirements

Additional licenses or certifications may be required. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for this position.

Qualifications

High school diploma or GED; AND at least one year of experience in property management, real estate, case management, social services, or similar field, experience as a paralegal preferred; AND ability to speak, read, and write fluent English and Spanish; AND the ability to perform the work.

Employee Signature

Date