



Building community from the heart

**Company Name/Location:** PEP Housing/Santa Rosa, CA  
**Job Title:** Property Compliance Specialist  
**Position Type:** Full Time, Non-Exempt  
**Pay Range:** \$23-27/hr., DOE  
**Location:** Santa Rosa, CA  
**Website:** [www.pephousing.org](http://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 (paid vacation and 13 holidays); career development opportunities through mentorships and continuing education programs and a great working environment with professional growth prospects.

### **Position Summary**

Assist Compliance Manager with compliance reviews, reports, property compliance, help with the waitlist and be available to provide guidance to property managers as needed.

### **Principle Duties and Responsibilities:**

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

- Prepare reports for Compliance Manager.
- Review all certifications, to include M/I and subsequent re-certifications.
- Coordinate and assure move out procedures and paperwork are received in the required time to ensure timely return of security deposits.
- Ensure property compliance with all regulatory agreements, partners, federal, state and local agencies.
- Prepare reports for Compliance Manager as needed.
- Review all certifications, to include M/I and subsequent re-certifications.
- Coordinate property managers meetings, to include scheduling the time and location of meetings.
- Ensure property compliance with all regulatory agreements, partners, federal, state and local agencies.
- Provide assistance with the waiting lists and applications as needed.
- Monitor EIV/Secure Systems to ensure reports are run timely and all employee requirements for access are up to date.
- Assist in training new property managers.
- Provide ongoing support for property managers. Conduct annual review and revisions to P&P, TSP, AFHMP and other procedures as needed.
- Additional information on job description.

### **Education, Skills and Experience**

- High school diploma required; Associate's degree preferred.
- Certifications by Certified Occupancy Specialists (COS) and Tax Credit Specialist (TCS) preferred; if not certified, must be willing to go through the certification process and pass within 12 months of hire required; once certified, must maintain the certification through ongoing courses.
- Minimum of two years of experience in affordable housing industry required.
- Familiarity with Fair Housing laws and Section 504 of the Rehabilitation Act.
- Ability to handle large number of projects at once and shifting priorities in a fast-paced environment.
- Proficiency in Microsoft Office products, specifically Word, Excel, and Outlook.
- Strong math skills necessary. Strong written and verbal communication skills required.
- Promote harmonious relationships with staff members and potential and current residents.
- Ability to maintain confidentiality is mandatory.
- Demonstrated integrity on a professional level.
- Must have compassion for the elderly and disabled.
- Requires responsible and organized approach to record keeping.
- Must be able to multi-task and be flexible.
- 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](mailto: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.*