



HOUSTON HOUSING AUTHORITY POSITION DESCRIPTION

Position Title: **Affiliate Compliance Manager**
 Department: **Real Estate Investments & Development**
 Supervisor: **Vice President of Real Estate Investments & Development**

Exempt Non-Exempt New Position Revision (see below)

Change of title Previous Revision Date: _____ Other (Please Specify) _____
 Revised qualifications Revised duties
 Expanded qualifications Expanded duties

Effective Date: 07/01/2021

Approved: _____
Vice President of Real Estate Investments & Development

Approved: _____
Director of Human Resources

GENERAL SUMMARY

The Affiliate Compliance Manager is accountable for the compliance administration of the Houston Housing Authority’s portfolio of affiliated multi-family properties developed by for-profit and non-profit partners. This primary responsibility includes all aspects of the financial and regulatory compliance administration of the portfolio. Proactive management, including analytical review of property level financials, compliance monitoring, and regular interaction with partners and property managers, is required. The Affiliate Compliance Manager performs highly responsible and complex administrative work focused on conducting analysis and monitoring performance and compliance of the Authority’s existing and/or future real estate assets. All activities must support the Authority’s policies and objectives.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- *Maintains in-depth familiarity with an assigned portfolio of properties, including ownership structure; underwritten objectives; financing structure; management structure; underwritten and actual operating results; and affordability requirements.*
- *Performs specialized, technical, and administrative and/or reporting functions in an accurate and timely manner.*
- *Oversees portfolio performance by ongoing monitoring of operational, financial, and management compliance, including monitoring and securing cash distributions due to the Authority at closing, during construction, during operations, and at the sale or refinancing for all assigned assets.*
- *Ensures compliance with applicable Term Sheets, Memoranda of Understanding, Operating Agreements, Ground Leases, Regulatory & Operating Agreements, Deed Restrictions, and other Legal Documents for each property in the portfolio.*
- *Monitors and analyzes financial and operational information and reports, including the Annual Compliance Report, Annual Audit prepared by an independent CPA firm,*

and compliance with rent restrictions and affirmative marketing requirements for each property.

- *Prepares informative summary reports on portfolio performance. Provides problem resolution and corrective action strategies when necessary.*
- *Conducts short and long-term analysis on historical financials, projected cash flows, and distributions to the Authority.*
- *Acts as primary contact for internal and external stakeholders and partners. Develops and maintains relationships with partners, management agents, and others in the industry to ensure the flow of current and relevant information. Meets with partners to discuss portfolio performance.*
- *Compiles a “deal book” with all relevant documents for each property and maintains a filing system to ensure that documents are recorded and filed correctly for proper retrieval when needed.*
- *Coordinates with the Finance Department to monitor the Authority’s timely receipt of cash distributions for each property. Contacts partners to secure late or delayed cash distributions.*
- *Works collaboratively with other Authority employees.*
- *Performs other duties as assigned.*

KNOWLEDGE, SKILLS, AND ABILITIES

- *Strong computer skills (MS Word, Excel, and Access). Assigned tasks may require the ability to learn other computer software programs.*
- *Ability to model complex transactions in various software programs.*
- *Knowledge of LIHTCs, City, State, and Authority regulations, policies, and procedures.*
- *Knowledge of real estate property finance.*
- *Knowledge of Fair Housing, Equal Opportunity, and Nondiscrimination laws and regulations.*
- *Ability to understand, interpret, explain and apply detailed and complex regulations, policies and procedures.*
- *Strong analytical skills and experience in financial analysis (NPV, IRR, lease comparison, ROI, DCF modeling, payback, analyzing financial statements, etc.)*
- *Advanced verbal and written communication skills.*
- *Ability to determine, calculate, tabulate, or summarize data/information and perform subsequent actions concerning these computational operations.*
- *Ability to establish priorities in workload and to assure continuity of workflow.*
- *Self-motivated and proactive with the ability to work both independently and as a team player.*
- *Strong work ethics and commitment to meeting aggressive deadlines, handling multiple projects, setting priorities, thinking creatively, and bringing fresh ideas to the team.*
- *Ability to establish and maintain effective working relationships with co-workers and persons outside the Authority.*
- *Ability to prepare clear and concise narrative and statistical reports and deal effectively with situations requiring tact and diplomacy.*

COMPLEXITY / SCOPE OF WORK

- *Under the general supervision of the Vice President of REID, the employee oversees all aspects of the financial and compliance administration of the Authority's portfolio of affiliated multi-family properties developed by for-profit and non-profit partners.*
- *The employee performs highly responsible and complex administrative work focused on conducting analysis and monitoring the compliance of the assigned portfolio.*
- *The employee uses independent judgment daily to decide which rules, processes or materials to use to accomplish a particular work assignment within established options and parameters.*
- *The employee performs duties by following generally accepted real estate finance methodology and City, State, and Authority regulations, policies, and procedures.*
- *Duties consist of performing various but established and related work methods or procedures, which requires necessary expertise to work on all levels of the assignment.*
- *The employee's work affects the quality of life and the basic needs of tenant households.*
- *The work affects the Authority's tenants, staff, and development partners.*
- *The employee's efforts affect the Authority's ability to obtain additional funding and expand its affordable housing stock.*

GUIDELINES

- *The employee follows established policies, procedures, and specific guidelines.*
- *Guidelines cover most situations, but the employee may occasionally be required to use independent judgment in making decisions. In other cases not covered by guidelines, the employee may consult the supervisor for assistance.*

SUPERVISORY CONTROLS

- *The employee does not have direct supervisory responsibilities.*

PERSONAL CONTACTS

- *Contacts are primarily with other Authority employees, development partners, and outside agencies.*
- *Contacts are primarily within REID and other Houston Housing Authority Departments, PMC's, federal, state, local government officials, representatives, and community agencies.*
- *The employee has contact and directs with architects, engineers, consultants, contractors, and Houston Housing Authority residents.*
- *The primary purpose of contacts is to obtain, direct, give or clarify information, plan and assist, and resolve problems.*
- *Contacts are generally cooperative; however, they may be occasionally antagonistic, unresponsive, or uncooperative.*

PHYSICAL DEMANDS / WORK ENVIRONMENT

- *Work is principally sedentary but may involve some physical exertion, such as kneeling, crouching, lifting to obtain files and records, and eyestrain from working with computers and other office equipment.*
- *Work involves the normal risks and discomforts associated with an office environment but is usually in an area that is adequately cooled, heated, lighted, and ventilated.*

MINIMUM QUALIFICATIONS

- *Bachelor's degree from an accredited college or university in Business Administration or closely related field with at least three (3) years of progressively responsible experience in an area related to the position, such as finance, real estate, or public/assisted housing or an equivalent combination of education and experience sufficient to perform the requirements of the position.*
- *Computer skills are a must. Proficiency in Microsoft Office products is required.*
- *Must work independently and have a high level of attention to detail.*
- *Bondable.*
- *Valid Texas driver's license or obtain such within the first thirty (30) days of employment.*
- *Eligible for coverage under Houston Housing Authority fleet auto insurance.*

DISCLAIMER

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.