



Broward Housing Solutions – Compliance Officer
(Exempt Wage and Hour Classification)

Position reports to: Director of Housing Services and Case Management (HUD & Owned)

Basic Objectives: The Compliance Manager has operational oversight responsibility for BHS®' Owned and Federal properties. This position is responsible for lease administration and compliance administration. The manager will work closely with Housing Services and Case Management (HUD & Owned) to provide a coordinated service delivery model which addresses supportive housing program compliance, property management, lease administration and BHS® critical success factors. The Housing Services and Case Management (HUD & Owned) will set goals, monitor work, and evaluate results to ensure that departmental and organizational objectives, and operating requirements, are met and aligned with the needs and mission of the organization.

The Compliance Officer will interact with BHS® owned and federal funding sources and review eligibility requirements. Additionally, this position assumes a key role in landlord/tenant lease compliance.

Primary Duties:

- Risk management - analyze and manage organizational risk relative to program requirements and contract compliance.
- Operational management - provide strategic program management regarding operations which includes client services, physical assets and human resources.
- Internal audit (program) experience - oversee internal audit process to ensure compliance with program and funding requirements while maintaining industry standards.

Other Duties and Responsibilities:

- 1) Oversee/Support sound Landlord-Tenant relations in both programs (BHS owned & Federal)
- 2) In conjunction with the Director of Case Management, oversee annual program monitoring the certification processes as required by funding sources for BHS® owned and federal properties.
- 3) In conjunction with the Director of Case Management, ensure adherence to the required HIPPA and documentation requirements as identified by local county, state and HUD-funded/federal regulatory agencies.
- 4) In conjunction with the Director of Case Management, manage all facets of the affordable rental-housing program for BHS® owned properties.
- 5) Participate in client/staff meetings with Case Management for both BHS® and HUD-funded clients and Process and Quality Improvement reporting for agency.
- 6) Monitor and support BHS® standards for 100% occupancy & \$0 accounts receivables.
- 7) In collaboration with the Director of Case Management, oversee the audit of the clinical charts by Broward County for local and HUD-funded programs to ensure adherence to county, state and federal statutes.

- 8) Evaluate operational processes and procedures, and develop strategies and implementation plans to improve and standardize all aspects of operations.
- 9) Other duties as assigned by Directors.

Position Qualifications:

- Extensive Property and Operations Management experience in non- profit affordable housing, tax credit and/ or supportive housing funding environment
- Strong knowledge of project and financial management, accounting procedures, planning, strategic forecasting and budgeting skills.
- Excellent interpersonal skills and the ability to maintain a positive collaborative relationship among staff, clients, and mental health providing agency staff.
- Ability to work in a fast-paced, nonprofit environment.

Position Requirements:

- Extensive knowledge of Microsoft Office (Excel a must).
- Ability to work outside what is considered normal business hours when required.
- Master's Degree (or professional certification) in business or related field.
- Property Management infrastructure background and experience required
- Yardi S/W experience a plus

**Note: No phone calls please.

Interested candidate is asked to please send a cover letter and resume to:

JodyO@browardhosingsolutions.org

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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