

The Murfreesboro Housing Authority is seeking a Compliance Specialist. The primary purpose of this position is to oversee and coordinate regulatory compliance activities across the Authority's affordable housing portfolio, including Low-Income Housing Tax Credit (LIHTC), Project-Based Rental Assistance (PBRA), and other affordable housing programs administered by the Authority. The Compliance Specialist serves as the Authority's primary compliance resource and is responsible for ensuring adherence to applicable federal, state, local, investor, lender, and program requirements.

Responsibilities include monitoring program compliance; overseeing tenant eligibility, certification, and recertification processes; conducting file reviews and compliance audits; preparing and maintaining required reports and records; coordinating responses to audits, reviews, and regulatory inquiries; and providing guidance and training to staff regarding compliance requirements and best practices. The Compliance Specialist works collaboratively with internal departments, regulatory agencies, investors, lenders, management partners, and other stakeholders to support the Authority's operational, regulatory, and strategic objectives.

Ensures compliance with all applicable federal, state, local, investor, lender, and program requirements related to the Authority's affordable housing portfolio, including Low-Income Housing Tax Credit (LIHTC), Project-Based Rental Assistance (PBRA), and other affordable housing programs. Reviews resident files, certifications, recertifications, and related documentation to ensure compliance with applicable occupancy, income, rent, and eligibility requirements. Prepares, reviews, maintains, and submits required compliance reports, certifications, documentation, and regulatory filings to federal, state, and other oversight agencies.

Coordinates and participates in Management and Occupancy Reviews (MORs), regulatory inspections, file reviews, physical inspections, monitoring visits, and other quality assurance assessments.

Serves as the Authority's primary point of contact for auditors, regulatory agencies, investors, lenders, management partners, and other stakeholders regarding compliance reviews, audits, inspections, and monitoring activities.

Coordinates the preparation, collection, and organization, and submission of documentation required for audits, agency reviews, inspections, investor reporting, lender requests, and regulatory monitoring activities.

Collaborates with property management, maintenance, finance, resident services, and administrative staff to ensure operational practices remain consistent with regulatory requirements and program obligations.

Develops, maintains, and recommends revisions to compliance-related policies, procedures, forms, and internal controls to support consistent application throughout the Authority. All new

policies, substantive policy revisions, and compliance procedures are subject to review and approval by the Chief Executive Officer prior to implementation.

## **Required Knowledge, Skills, and Abilities**

Extensive knowledge of affordable housing compliance programs, including Low-Income Housing Tax Credit (LIHTC), Project-Based Rental Assistance (PBRA) Multifamily Housing, Fair Housing, and other applicable federal, state, and local housing regulations.

Comprehensive knowledge of Internal Revenue Code Section 42 regulations, HUD occupancy and eligibility requirements, tenant certification requirements, and other applicable program regulations.

Knowledge of affordable housing management operations, occupancy requirements, record retention standards, and compliance monitoring practices, regulatory reporting requirements, and audit preparation procedures.

Ability to interpret and apply complex laws, regulations, policies, procedures, regulatory guidance, and program requirements.

Strong organizational and time management skills with the ability to manage multiple assignments, prioritize competing demands, and consistently meet deadlines.

Bachelor's degree in Public Administration, Business Administration, Social Sciences, Housing Management, or a related field preferred. A minimum of three (3) years of progressively responsible experience in affordable housing compliance, occupancy, property management, housing program administration, or related field is required. An equivalent combination of education, training, certifications and experience may be considered.

Experience with Low-Income Housing Tax Credit (LIHTC) and Project-Based Rental Assistance (PBRA), HUD programs is required. Professional certifications such as Certified Occupancy Specialist (COS), Tax Credit Specialist (TCS), Housing Credit Certified Professional (HCCP), or similar affordable housing compliance credentials are desirable.

Resumes' will be accepted at [hr@mha-tn.org](mailto:hr@mha-tn.org) until the position is filled.