ORHA
oak ridge housing authority

"Creating vibrant, stable communities"

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865.482.1006
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Compliance Manager

Position details	
Reports to	Director of Operations
Location	Oak Ridge, TN
Status	Full-time, exempt
Salary range	Based on experience and certifications
Works closely with	Property Managers, Assistant Managers, Housing Choice Voucher staff, THDA

Position Summary

Oak Ridge Housing Authority (ORHA) owns and operates 232 affordable housing units across nine properties, including two Low-Income Housing Tax Credit (LIHTC) communities monitored by the Tennessee Housing Development Agency (THDA): Oak Ridge Preservation and Oak Ridge Redevelopment, which includes the new Meharry community. Most units are supported through layered funding sources that require compliance with both LIHTC and HUD program regulations.

The Compliance Manager serves as ORHA's lead compliance professional and subject matter expert for affordable housing programs. This position is responsible for ensuring compliance with LIHTC, HUD, RAD Project-Based Voucher (PBV), Housing Choice Voucher (HCV), and other applicable federal, state, and agency requirements across the portfolio.

Working closely with property management and voucher program staff, the Compliance Manager provides oversight of resident eligibility determinations, certifications, audits, reporting requirements, quality control reviews, and compliance-related policies and procedures. The position balances regulatory compliance with operational support, helping site teams successfully navigate complex eligibility requirements while maintaining program integrity and audit readiness.

The Compliance Manager is expected to build strong working relationships with site staff while maintaining independent oversight and accountability for compliance outcomes. During the first year, significant focus will be placed on supporting the Meharry lease-up and implementation of HOTMA-related regulatory changes.

ORHA is prohibited from discriminating on the basis of race, color, age, sex, disability, familial status or national origin.

EQUAL HOUSING OPPORTUNITY

Essential Duties and Responsibilities

Compliance Oversight

- Review and approve move-in files prior to occupancy to ensure compliance with LIHTC, HUD, PBV, RAD, and agency requirements.
- Conduct quality control reviews of annual and interim recertifications and provide additional oversight for newly hired staff.
- Serve as ORHA's primary resource for complex eligibility determinations involving income calculations, assets, self-employment income, student status, household composition changes, live-in aides, and layered program requirements.
- Place compliance holds on move-ins, transfers, and certifications that do not meet regulatory requirements and provide direction for corrective action.
- Ensure resident files meet agency, investor, syndicator, and regulatory standards.

Program Administration and Operational Support

- Assist site teams with application intake, eligibility screening, waitlist management, certifications, and lease-up activities as operational needs require.
- Process move-ins, recertifications, and occupancy-related documentation during periods of high volume, lease-up activity, or staffing shortages.
- Maintain compliance calendars and monitor key reporting deadlines, recertifications, certifications, and agency submissions.
- Monitor income limits, rent limits, utility allowances, subsidy allocations, and unit designations to ensure continued compliance.
- Ensure Yardi and related systems accurately reflect compliance requirements, program designations, and resident data.

Housing Choice Voucher Program Support

- Conduct quality control reviews of Housing Choice Voucher files, including file sampling and documentation reviews required for SEMAP.
- Provide technical assistance to voucher staff regarding HOTMA implementation, complex eligibility determinations, and file corrections.
- Support voucher program operations through compliance monitoring and backlog reduction efforts when needed.

Regulatory Compliance Management

- Ensure compliance with Section 42 LIHTC regulations and THDA requirements, including income eligibility, rent restrictions, student status requirements, and the Available Unit Rule.
- Ensure compliance with HUD PBV, RAD PBV, Housing Assistance Payment (HAP) contract requirements, and applicable ORHA policies and procedures.

- Interpret and apply layered program regulations where LIHTC and HUD requirements differ.
- Monitor regulatory changes issued by HUD, IRS, THDA, and other governing agencies and recommend policy and procedural updates as needed.

Audits, Monitoring, and Risk Management

- Coordinate preparation for THDA reviews, HUD monitoring visits, investor audits, and third-party compliance reviews.
- Serve as ORHA's primary compliance contact during regulatory reviews and audits.
- Maintain a centralized findings log and corrective action tracking system.
- Monitor and verify completion of corrective actions and ensure findings are resolved in a timely manner.
- Identify compliance risks and recommend proactive solutions to mitigate potential findings.

Training and Leadership Support

- Train, mentor, and support property management and voucher staff on compliance requirements and best practices.
- Maintain compliance procedures, forms, file review checklists, Tenant Selection Plans, and applicable sections of the Administrative Plan.
- Prepare monthly compliance reports for leadership outlining certification activity, outstanding findings, compliance trends, and areas of risk.
- Promote a culture of compliance, accountability, and continuous improvement throughout the organization.

Required Qualifications

- Minimum five (5) years of experience in affordable housing compliance, occupancy, property management, or program administration.
- Minimum three (3) years of LIHTC compliance experience.
- Minimum three (3) years of experience with HUD-assisted housing programs, including PBV, HCV, RAD, Section 8, or related programs.
- Experience managing or reviewing files with layered LIHTC and HUD funding sources.
- Experience conducting file reviews, quality control audits, and corrective action follow-up.
- Experience working with state agency, investor, syndicator, or regulatory compliance reviews.
- Strong knowledge of income and asset calculations, verification requirements, HOTMA, Fair Housing, VAWA, and reasonable accommodation requirements.
- Strong organizational, analytical, and communication skills.
- Proficiency in Microsoft Excel and affordable housing property management software.

Preferred Qualifications

- Experience with RAD conversions, Section 18 repositioning, or public housing redevelopment initiatives.
- Experience with Housing Choice Voucher administration, including SEMAP compliance.
- Experience working with THDA or another state housing finance agency.
- Experience supporting new construction lease-ups.
- Experience with Yardi Voyager.
- Possession of a recognized LIHTC certification (HCCP, SHCM, C3P, or TCS) and a HUD occupancy certification (CPO or equivalent).

Candidates who possess only one certification will be expected to obtain the second certification within six (6) months of hire.

Please submit your resume to Maria Catron email: mcatron@orha.net