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## ***NeighborWorks New Horizons (“NWNH”) - JOB DESCRIPTION***

### ***Compliance Assistant***

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**REPORTS TO:** Compliance Manager  
**STATUS:** Full Time (40 hours/week) Exempt  
**SALARY Range:** Commensurate with experience

#### ***Summary***

The Compliance Assistant will work closely with the Compliance Manager to process initial and yearly re-certifications, transfers, and move-outs. Coordination with the Finance Department and other Property Management staff will be essential and required.

#### ***Essential Duties and Responsibilities***

- Verify resident income and assets, determine resident rents, prepare initial, interim and yearly re-certifications in accordance with applicable guidelines and company timelines.
- Assist with the day-to-day compliance processes at all NWNH-managed properties in accordance with requirements by funders, including but not limited to, HUD, State of Connecticut’s DOH, the CT Housing Finance Authority, DSS and D’Amelia.
- Work with Property Managers, and Accounting Manager to ensure compliance measures are met.
- Prepare compliance reports for DECD, CHFA, NW America, Spectrum, and other funders, including equity partners on a regular basis as required by the funder and in coordination with the Financial Analyst
- Assist in the preparation of responses to all inquiries and requests from compliance agencies.
- Carry out other duties as assigned and required for furthering the organization’s mission.

#### ***Qualifications/Requirements***

- Bachelor or Associate Degree required
- Basic knowledge of budgets and accounting principles
- Computer literate in WORD, EXCEL and other Property Management software programs
- Ability to work with diverse populations, communicate vision, mission and goals through operation of portfolio and exercise independent judgment
- Good written and verbal communication skills
- Ability to analyze facts and determine actions to be taken to create solutions.
- Ability to use rapid judgment to respond to multiple jobs demands, changing priorities and emergency situations.
- Reliable transportation and travel required

***NWNH is an Equal Opportunity Employer***