



Leasing Compliance Specialist

Spanish Speaker

Housing Alexandria (HALX) is a non-profit affordable housing developer and owner. [Click here](#) to learn more about our history, mission, vision, and values.

Purpose of Position

The Leasing Compliance Specialist will prepare, review, and audit rental applications and resident files to ensure they meet requirements for the Low-Income Housing Tax Credit (LIHTC), fair housing, and other relevant regulations. This role will assist in developing and implementing compliance training strategies, recertification tasks, and completing audits. The ideal candidate is highly proficient in LIHTC, fair housing, and relevant regulations, proficient in property management software, and skilled in financial analysis and reporting. They are diligent problem solvers, highly organized, and possess excellent organizational skills. **Spanish proficiency required.** This position reports to the Leasing Lead.

Primary Responsibilities

Leasing Strategies

- Serve as a key compliance expert, supporting training activities to equip team members with the technical knowledge and skills needed to effectively complete a rental application, maintain occupancy goals, and meet regulatory requirements.
- Collaborate with the Community Operations team to execute renewals and recertifications and ensure compliance with resident files.
- Assist in the implementation of standard operating procedures (SOP) on all leasing related activities to ensure consistency and accuracy in compliance with Fair Housing, LIHTC, and Affordable Housing laws and regulations.
- Support Rent Ready program development and implementation. The program focuses on helping community members learn about, prepare for, and complete a successful LIHTC rental application.

Compliance

- Ensure all leasing and renewal activities are conducted accurately and in full compliance with Fair Housing, LIHTC, and Affordable Housing laws and regulations, proactively identifying and addressing challenges and opportunities for improvement.
- Perform all income certifications, including annual and others, as required.
- Screen prospective residents for eligibility and property requirements.
- Secure all documentation from tenants/candidates as required.
- Create Tenant Income Certifications (Form: TIC).
- Prepare and review income certifications before submitting for third party review.
- Maintain resident leases and prepare compliance reports, as required.
- Ensure accurate maintenance and storage of resident files, digital and hardcopy, according to company and legal requirements.
- Assist in property inspections, consistent reporting, and file audits.
- Assist in reporting, updating pricing packages, and maintaining Entrata and compliance platforms, organized and up to standards.

Ongoing Work

- Maintain accurate and up-to-date resident-related records in Entrata, SharePoint, and compliance-required platforms.



- Assist with recruiting, onboarding, training, and management of associate and coordinator Leasing & Compliance team members.
- Complete professional reports, analyses, and recommendations on all leasing, marketing, and resident satisfaction activities.
- Maintain professional and technical knowledge by completing required training, obtaining necessary certification, attending subject-relevant educational workshops, and reviewing professional publications.
- Support HALX fundraising and brand-building campaigns.
- Foster Housing Alexandria's mission, culture, values, strategic plan, and commitment to diversity, equity, and inclusion.
- Perform other duties as directed.

Required Skills and Qualifications

- Minimum of four years of experience in LIHTC and affordable housing leasing or property management, with a strong focus on customer service.
- **Spanish speaking, writing, and reading fluency required.**
- Expert with LIHTC compliance, Landlord-Tenant, and Fair Housing laws.
- Proficient in property management software (Entrata) management, reporting, and updating.
- Proficient in financial analysis, reporting, and budget management.
- Strong interpersonal, presentation, and communication skills, with a professional and approachable demeanor.
- Organized and detail-oriented, with the ability to manage multiple tasks and priorities efficiently.
- Commitment to supporting Housing Alexandria's mission, values, and commitment to diversity, equity, and inclusion.

Beneficial Skills and Qualifications

- Candidates with S.L. Nusbaum application compliance experience preferred.
- Experience in research, data analysis, and problem-solving.
- Experience aiding individuals and groups facing difficulties such as economic disadvantage, unemployment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, cultural competencies, and inadequate housing.

Position Requirements

This is a full-time position based on-site, with occasional responsibilities requiring flexibility for evening or weekend activities. Saturday rotation is required during the new property lease-up. Travel within the City of Alexandria is sometimes required.

Is this position right for you?

We strongly encourage people of every race, color, orientation, age, gender, origin, and ability to apply. Candidates with lived experience in the services we provide are highly desired. We value a diverse workplace and prioritize an inclusive climate without discrimination and harassment during the application process and after you join the team.

Research indicates that men tend to apply for jobs when they meet just 60% of the criteria, while women and people from other marginalized groups only apply if they are a 100% match. If you are passionate about Housing Alexandria's mission and think you have what it takes to be



successful in this role, even if you don't check all the boxes, please apply. We'd appreciate the opportunity to consider your application.

Salary and Benefits

Commensurate with experience. \$26hr to \$29hr.

Housing Alexandria's benefits package includes 100% employer-paid individual medical, dental, vision, life, and disability insurance. It also includes up to 5% matching 401(k), parental leave, HSA, tuition assistance, paid networking opportunities, a wellness program, robust paid time off, and more.

How to apply

Please submit a resume and cover letter to resumes@housingalexandria.org. **Only resumes that include a cover letter will be considered.** Professional references are required as part of the interview process.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Housing Alexandria is an Equal Opportunity Employer, a drug-free workplace, and complies with ADA regulations as applicable.

