

## **Compliance Coordinator**

Job Type

Full-time

Description

### **Position Purpose**

As the Compliance Coordinator you will be responsible for ensuring business operations and procedures comply with legal regulations and internal policies, ensuring the organization functions in a legal and ethical manner while meeting its business goals. You will develop and maintain compliance programs, review company policies, and oversee processes regarding federal, state and county business compliance operations as it relates to the private equity and commercial real estate management and lending industry. You will be responsible for obtaining and reviewing insurance policies for each location owned and operated by the company as well as business owner policies to ensure proper coverage is in place. You will coordinate and review title related documents and federal, state, city and county permitting for all acquisitions. You will This position requires a general understanding of various aspects of compliance in business, commercial property, asset management, and internal audits. This role requires you to be exceptionally organized, possess a tremendous attention to detail and be purpose driven to handle multiple projects and varied timelines to meet stringent deadlines.

**This is not a remote position. This is an in-person role in our Summerlin, NV office**

### **Compliance Coordinator Benefits:**

- Starting annual salary \$60,000-\$70,000
- Medical benefits in the amount of \$500 per month
- Dental, Vision and other supplementary benefits available
- Holiday Pay
- Paid Time Off (PTO)
- Exposure to senior and executive leadership
- Collaborative and supportive team environment
- Work/Home Life Balance

### **Compliance Coordinator Responsibilities:**

- Assist with all matters related to private equity and asset management compliance, including help implement the company-wide compliance program, as well as develop and conduct compliance testing.

- Participate in cross-affiliate initiatives and help integrate the compliance programs of the Company and its affiliates.
- Assess proposed regulations for impact to the business and develop and implement policies and procedures to address relevant changes
- Review business documents to ensure consistency and compliance with applicable laws and regulations.
- Manage the organization's corporate governance and transactional compliance needs as they relate to Manufacture Home Lending and Real Estate Transactions.
- Support and help handle internal corporate reporting, as well as regulatory communications and examinations.
- Audit and maintain accurate and up-to-date files on insurance policies and liabilities for each owned and operated commercial real estate property
- Obtain quotes for new acquisitions and secure comparative prices and coverage
- Coordinating with Acquisition Team to obtain proper federal, state, city, and county permitting, and code compliance
- Respond when and if needed to attorney letters and/or lawsuits
- Be comfortable and have a general understanding of large business compliance related to taxes and insurance
- Have some experience in underwriting of insurance policies a plus to quickly identifying over or under insured properties/policies and adjusting accordingly
- Must be organized to handle multiple projects and timelines simultaneously

#### **Compliance Coordinator Qualifications:**

- 3-5 years of experience in private equity and commercial real estate business compliance
- Insurance underwriting experience preferred
- Internal auditing skills in private equity and commercial real estate business capacity
- Preferred Associates or bachelor's degree or equivalent in business administrative or relevant field
- Familiarity with consumer financial services laws such as the Truth in Lending Act (TILA), Equal Credit Opportunity Act (ECOA), Electronic Funds Transfer Act (EFTA), Fair Credit Reporting Act (FCRA), Real Estate Settlement Procedures Act (RESPA), Fair Debt Collection Practices Act (FDCPA), Fair Housing Act (FHAct) and prohibitions on Unfair, Deceptive and Abusive Practices (UDAAP) preferred
- Extreme attention to detail and analytical skills are a must
- Exceptional organization skills are mandatory for this role
- Problem solving abilities to seek solutions of compliance with rules and regulations without negatively affecting the company's operations
- Excellent written and oral communication skills with high integrity and self-motivation
- Ability to work in a fast-paced environment where deadlines are essential
- Ability to handle multiple transactions and projects simultaneous

We are a full-service, commercial real estate firm that delivers highly specialized Asset Management Services and focuses primarily on Manufactured Housing and Self-Storage. We

own and operate over 80 properties across 23 states. We are seeking innovative, passionate, and motivated individuals looking for an opportunity to join a fast-growing organization with tremendous professional growth opportunities. Our success is dependent on our ability to execute on our principles to create a culture that differentiates us from any other organization. Only in doing so will we be able to create an environment in which meaningful relationships and work are executed on that lead to improvement and innovation. Our team is made up of uniquely qualified, professional individuals who understand the complexities and challenges of acquiring and managing our key assets. We are known for providing a space where your contributions are valued, your ideas are heard, and the value you provide is recognized through career advancement and financial opportunities.