

## **Compliance Supervisor - Rental**

This position is housed within Asset Management, which monitors the physical, financial and regulatory compliance for all properties in the IHDA multi-family loan and development portfolio of approximately 100,000 units in over 1,000 developments. The Rental Compliance Supervisor reports to and provides highly skilled support for the Assistant Director of the Rental Compliance group. The Rental Compliance group assesses compliance for multi-family affordable housing properties assisted with IHDA funds in an active compliance period which can span up to 40 years. The Rental Compliance Supervisor is one of two staff positions that is charged with daily management of related compliance operations, documentation, and staffing for projects assisted by multiple Federal and State funding programs including LIHTC, HOME, Section 8, Risk Share, Tax Exempt Bonds, IL Affordable Housing Trust Fund, etc. with unique and complex compliance requirements. This group's compliance focus is on marketing, management, occupancy, and physical conditions. Related tasks will be completed with a heavy focus on clarifying requirements, ensuring standardization of approach, and promotion of a customer service orientation. Direct reports include a combined group of Compliance Analysts and Asset Managers who work in tandem to assess, achieve, and maintain project compliance.

### **Education and Experience requirements:**

- BA degree required. MA degree preferred. Significant relevant experience may be substituted.
- At least 5 years of progressively responsible experience in affordable housing asset management or comparable experience required.
- Must possess excellent analytical and problem solving skills, as well as strong verbal and written communication skills.
- Candidates must have exceptional attention to detail and strong organizational skills.
- A thorough understanding of the various affordable housing programs and experience working with affordable housing compliance monitoring software is necessary.
- A minimum of 5 years' experience with federal Tax Credit compliance is required.
- At least 5 years' experience working with one of the major affordable housing programs and at least 5 years' experience in a supervisory position is required.
- Occasional travel and use of personal or Authority vehicle for transportation is required.
- Experience with Tax Credit software is a plus.

Excellent benefits package, including 401 (k); immediate vesting.

**To apply, submit your resume to:**

[https://workforcenow.adp.com/jobs/apply/posting.html?client=ihda&jobId=191032&lang=en\\_US&source=CC2](https://workforcenow.adp.com/jobs/apply/posting.html?client=ihda&jobId=191032&lang=en_US&source=CC2)

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