

## Asset Manager – Rental Compliance

This position is housed within the Asset Management department, which monitors long-term physical, financial, operational, and administrative compliance for IHDA-assisted developments.

This particular position is housed within the following group:

**Rental Compliance:** Ensures the operational compliance of properties assisted by IHDA loans, grants, or tax credits through: physical inspections based on applicable HQS, UPCS, and REAC standards; review/monitoring of capital improvement requests; management, occupancy, and tenant file reviews; rent/income limit/utility allowance calculations; affirmative marketing plan review/approval; tenant selection plan review/approval; management plan review/approval; and tenant/management relations.

Education and Experience Requirements:

*Education:* Bachelor's degree required. Experience may be substituted for education at the discretion of the Asset Management department.

*Experience:* At least 2 years' experience conducting asset management/operational compliance administration for Federally-financed affordable multifamily rental housing developments required.

Thorough knowledge of the following funding sources/programs desired: LIHTC, HOME, Section 8, Risk Share, Tax Exempt Bonds, and Illinois Affordable Housing Trust Fund.

Proficiency in Microsoft Office Suite required.

*Training:* Certified Occupancy Specialist (COS), Tax Credit Specialist (TCS), Blended Occupancy Specialist (BOS), Management and Occupancy Review Specialist (MOR), Housing Credit Certified Professional (HCCP) training required (completed within one year or earliest available date, whichever is later).

*Certifications:* Certified Occupancy Specialist (COS), Tax Credit Specialist (TCS), Blended Occupancy Specialist (BOS), Management and Occupancy Review Specialist (MOR), Housing Credit Certified Professional (HCCP) preferred.

*Valid Driver's License:* Required.

*Access to Personal Vehicle:* Required along with appropriate insurance.

*Frequency of Travel:* Frequent – 50-75% annually.

To apply, submit resume and salary to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&jobId=187684&lang=en\\_US&source=CC2&ccid=19000101\\_000001](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&jobId=187684&lang=en_US&source=CC2&ccid=19000101_000001)

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