

## **Tax Credit Compliance Officer**

Illinois Housing Development Authority is looking for an experienced Tax Credit Compliance Officer to provide training and guidance to development staff and to assist the Tax Credit Compliance Manager with the general administration of the compliance area.

The incumbent will review, monitor, correct and approve, through desk audits, the various compliance submissions of assigned developments. Provide on-site staff with timely responses concerning their submissions. Perform the "initial" on-site audit of tenant files for new Tax Credit properties. This includes timely and thorough preparation of a written report regarding the audit. Maintain a thorough knowledge of applicable regulations imposed by the IRS and IHDA. Provide technical assistance and training to development staff including conducting the compliance portion of the IHDA training sessions for on-site Tax Credit development staff, conducting individual training for developments and attending pre-occupancy meetings when necessary. Receive and process applicant/tenant complaints. Assist the Tax Credit Compliance Supervisor with the general administration of the Tax Credit compliance group. This includes providing technical assistance, guidance and direction to the compliance staff in the Supervisor's absence or when needed. Additional duties include training new staff, responding to ad hoc inquiries and preparing special reports.

### **Education and Experience Requirements:**

- Undergraduate degree preferred
- A minimum of 2 – 3 years of experience
- Federal Tax Credit Compliance experience is desired
- Good communication skills and intermediate to advanced working knowledge of Microsoft Office Suite is required
- Experience with proven Tax Credit software is a plus

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

Submit resume and salary history to:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=ihda&jobId=187727&lang=en\\_US&source=CC547355](https://workforcenow.adp.com/jobs/apply/posting.html?client=ihda&jobId=187727&lang=en_US&source=CC547355)

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