

Compliance Analyst

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 1 year experience with multifamily rental housing developments required. Affordable housing experience preferred. Operational compliance administration experience desired.

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 desired (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: Not required.

Access to Personal Vehicle: Not required.

Frequency of Travel: Not required.

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

To apply, please submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=205030&source=CC2&lang=en_US

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