Construction Compliance Coordinator

Illinois Housing Development Authority (IHDA), one of the Nation’s preeminent Housing Finance Agencies and one of the State’s ten largest financial institutions, is currently seeking a Construction Compliance Coordinator to build upon our 50+ year leadership in housing finance.

The primary responsibility of this position is to coordinate and conduct moderate to complex subsidy layering reviews (SLR) of affordable multifamily projects. Secondary responsibilities involve supporting the loan closing process from initial financial closing through final construction completion with a special emphasis on Davis-Bacon, Section 3, and environmental record review compliance.

Responsibilities:

Perform financial analysis and subsidy layering reviews of affordable multifamily projects financed with Low Income Housing Tax Credits (LIHTCs), HOME funds, and/or other subsidy programs.

Working closely with development officers and underwriters, coordinate the SLR-related document transmission and communication between IHDA and the U.S. Department of Housing & Urban Development (HUD). Identify and escalate, as needed, issues, delays, and other concerns.

Develop, document, and maintain the SLR process that includes a tracking mechanism, policies and procedures, forms and documents, etc.

Provide back-up and support (e.g., monitor, report) for Davis-Bacon and Section 3 compliance including the review of payroll reports, agreements, and certifications.

Provide back-up and support (e.g., monitor, report) for environmental record reviews in accordance with HUD 24 CRF Part 58.

Education and Experience Requirements:

Bachelor’s degree in finance, accounting, urban studies, business or public administration, or a related field. Experience working with HUD multifamily financing and operating/subsidy programs is highly desired. Preference will be given to candidates with three to five years’ experience in financial analysis and/or multifamily underwriting, and project/program management.

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

To apply, please submit your resume to:

https://workforcenow.adp.com/mascr/default/mdf/recruitment/recruitment.html?cid=ee890b7ac9a4-4880-b61b-79abf60f096e&ccId=19000101_000001&jobId=390104&source=CC2&lang=en_US

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