

Compliance Analyst – Rental Compliance

Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.

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 Compliance Analyst to build upon their 50+ year leadership in housing finance.

Summary:

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.

Essential Functions:

- Implements proactive strategies to resolve properties' operational condition compliance issues.
- Intakes and tracks annual compliance submissions, review packages for completeness, follow-up regarding incomplete or error-filled submissions, and process.
- Conducts ongoing desk, limited desk, monitoring reviews of assigned portfolio of projects based on prescribed timeframes (to assess and facilitate compliance with applicable Federal, State, local rules, and standards).
- During monitoring reviews, assesses the operational compliance (i.e., management, occupancy) against related regulatory requirements so that the related housing remains affordable, decent, safe, and sanitary.
- Solicits, calculates, reviews, approves, and processes Certifications, Management Plans, Management Agreements, Tenant Selection Plans (TSP), Form Lease, Form Lease Riders, Affirmative Fair Housing Marketing Plan (AFHMP), TST-2 and other tax credit forms, Lead-Based Paint Certifications, HUD 9834 Addendum B, Rent Schedules, Utility Allowances, 8823s, 8609s, etc. (to assess and facilitate compliance with applicable Federal, State, local rules, and standards).
- Intakes, responds to, and resolves tenant inquiries or complaints in coordination with owner/agent.

Education & 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, submit resume and to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=434483&source=CC2&lang=en_US

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