

Compliance Analyst – Rental Assistance

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 Assistance:** Ensures the program compliance of the portfolio (for developments with Section 8, Section 236, Mod/Rehab, Section 811, and/or RHS/LTOS assistance) through housing assistance payment (HAP) subsidy processing, reporting, and coordination with the Statewide Referral Network and IL Housing Search.

ESSENTIAL FUNCTIONS:

Conducts program compliance document reviews and follow-up for assigned portfolio of projects based on prescribed timeframes (to assess and facilitate complete and timely compliance with applicable Federal, State, local rules, and standards).

Prepares and maintains all program compliance documentation (including compliance monitoring findings, responses, resolutions, reports) as required.

Proactively communicates with the property owner, manager, agent regarding operational issues, compliance requirements, options, and deadlines for resolution.

Provides program/funding source/system informational and technical assistance, guidance, and direction to internal staff as well as property owners/agents.

Prepares and processes rent schedules/increases, utility allowance calculations, contracts and renewals, market research, appraisals, housing assistance payment (HAP), EIV, preservation notices as needed.

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 program/contract administration for Federally-financed affordable multifamily rental housing required.

Thorough knowledge of the following funding sources/programs desired: Section 8.

Proficiency in Microsoft Office Suite required.

Training: Certified Occupancy Specialist (COS), Blended Occupancy Specialist (BOS), other program/funding source training desired (completed within one year or earliest available date, whichever is later).

Certifications: Certified Occupancy Specialist (COS), Blended Occupancy Specialist (BOS), Certified Property Manager (CPM) preferred.

Frequency of Travel: Not required.

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

To apply, submit resume and salary to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=434152&source=CC2&lang=en_US

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