



COMPLIANCE SPECIALIST HOUSING AND COMMUNITY DEVELOPMENT

JOB DESCRIPTION

The Compliance Specialist for Housing and Community Development (“CS HCD”) is responsible for conducting critical compliance analysis, research, evaluation, management and monitoring of local, state and federal regulatory and compliance requirements for all housing and community development incentive programs administered by Invest Atlanta. These include but are not limited to Taxable and Tax-Exempt Bond Financing, Single Family Mortgage Programs, Affordable Housing Programs, Tax Allocation District Funds Programs and other Community Development Programs.

The CS HCD reports directly to the Assistant Director of Compliance for Housing and Community Development (“ADC HCD”).

KEY RESPONSIBILITIES

- Manage and monitor regulatory requirements of multifamily affordable housing projects.
- Manage and monitor developer/recipient compliance with requirements of Invest Atlanta community development programs.
- Review and analyze information from periodic compliance reports received for all projects and prepare summary reports and data for review by management as applicable.
- Conduct post-closing compliance with all regulatory agreements, development agreements and other applicable agreements for housing and community development programs provided or administered by Invest Atlanta.
- Review pre-closing documents for developer financial obligations, compliance and reporting requirements; participate in project organizational meetings and scheduled conference calls; attend pre-closing/closing meetings.
- When requested by the ADC HCD, travel to assigned multifamily housing properties to perform annual on-site visits, where appropriate, to audit files, inspect units and determine whether the project is in good physical condition relative to life safety and deferred maintenance issues; prepare summary report of file and physical findings.
- Perform research, evaluation and analysis of operational and program issues related to housing and community development and recommend policy changes to the ADC HCD and the Vice President and Chief Compliance Officer (“CCO”).
- Review Income Certifications and Re-certifications for housing properties where required; resolve any discrepancies; ensure rent schedules are correct and properly applied for tax-exempt bond transactions.

- Perform annual certifications to confirm owner occupancy and other requirements for Single Family Mortgage Programs.
- Submit copies of audits, data spreadsheets, and other applicable reports or requests to any regulatory agency as required for appropriate housing projects.
- Complete tasks related to asset management for portfolio properties; review and analyze financial statements (including revenue trends, profit and loss statements, balance sheet, NOI and debt coverage ratios, etc.); recommend risk ratings and assist in restructuring debt and repositioning projects.
- Work with developers, property management companies, on-site personnel, bond trustees and investors to resolve non-compliance or non-performance issues.
- Monitor payment of property taxes for projects where applicable.
- Organize and conduct compliance trainings for property management personnel and developers as requested by the ADC HCD.
- Review and analyze quarterly and semi-annual TAD project compliance reports tracking housing, job creation, job retention, wages, location of employees, tenants and programmatic goals and report results to the ADC HCD.
- Perform any and all other duties that may be required or assigned. The omission of specific statements of the duties does not exclude them from the Key Responsibilities if the work is similar, related, or a logical assignment for this position.

EDUCATION AND EXPERIENCE

- B.A. or B.S. from an accredited college or university with a major in business administration, public administration, urban planning, real estate, economics or related field, with at least three (3) years of experience with performing affordable housing compliance and additional corporate or government experience related to affordable housing or community development; **OR** at least **ten (10)** years of experience in performing affordable housing compliance or other corporate or government experience related to affordable housing or community development.
- In addition, complete training programs/certifications related to the CS HCD job responsibilities as requested by the ADC HCD and approved by the VP/CCO. The costs of such approved training programs/certifications will be reimbursed by Invest Atlanta.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent verbal and written communication skills required
- Demonstrate the capacity to comprehend, interpret and apply regulations, procedures and related information.
- Excellent ability to gather, analyze and synthesize financial data, and produce useful reports and summaries.

- Collaborative team player; ability to multitask with disciplined attention to detail.
- Demonstrated experience in analytical, financial and problem-solving skills.
- Knowledge of policies, processes and procedures of federal, state and local funded programs offered or administered by Invest Atlanta, City of Atlanta, State of Georgia and other federal programs.
- Ability to consistently and objectively identify project deficiencies and instances of non-compliance with program standards.
- Knowledge of research techniques and data analysis.
- Skill managing competing tasks and priorities.
- Ability to review, interpret and disseminate information and make recommendations.
- Ability to execute, follow-up with management and ensure attention to detail.
- Self-starter and ability to work independently with minimum supervision, work under pressure, meet deadlines and be able to thrive in a fast-paced work environment.
- Ability to consistently and objectively identify project deficiencies and instances of non-compliance with program standards.

Resumes should be submitted to: jobs@investatlanta.com.

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, Disabled and Veterans are encouraged to apply.