

The Texas State Affordable Housing Corporation (“TSAHC”) is a non-profit corporation established by the Texas Legislature. TSAHC’s mission is to serve the housing needs of low, very low and extremely low-income Texans and other underserved populations. TSAHC is committed to creating and sustaining a diverse work environment and organizational culture where all employees are valued.

One of the TSAHC’s primary public purposes is to facilitate the development of affordable multifamily housing by issuing qualified residential rental project bonds. TSAHC is seeking an Asset Oversight/Compliance Specialist to support this activity.

Asset Oversight / Compliance Specialist

The Asset Oversight/Compliance Specialist works under the guidance of the Executive Vice President. Work involves on-site reviews and desk reviews of properties to ensure compliance with applicable federal and state laws, rules, regulations and policies that affect affordable multifamily communities financed by tax-exempt bonds. Responsibilities also include auditing monthly and annual property reports. This position’s primary responsibility is Compliance, but some Asset Oversight work may be required. The Asset Oversight/Compliance Specialist will, from time to time, assist in other matters of the Corporation as needed.

Essential Duties and Responsibilities:

- Monitor the compliance of properties by conducting field visits and examining reports.
- Conduct on-site inspections of a property’s physical condition, management practices and operating procedures.
- Provide assistance to other monitors as assigned or needed.
- Ensure compliance with low-rent and low-income occupancy requirements.
- Ensure compliance with other federal and state requirements.
- Report and resolve all events of non-compliance.
- Gather data, perform statistical analysis and create reports.
- Responsible for preparing monthly, quarterly and annual reports.
- Research legal, technical and policy issues as needed.
- Provide training and technical assistance to portfolio staff and project owners as needed.
- Analyze financial statements, budgets, and variance reports.

Qualifications:

The ideal candidate will have strong knowledge of tax-exempt bond and tax credit compliance, including knowledge and understanding of the rent and income restrictions required in multifamily affordable housing properties financed by tax-exempt bonds and/or low-income housing tax credits.

- Bachelor’s degree in property management, finance, or business. Equivalent professional experience combined with education and/or professional industry training may be substituted for education.
- Tax Credit Specialist certification from National Council of Housing Management is required or must be passed within the first 6 months of employment.
- Proficiency in the use of Microsoft Excel, Word, and Outlook.
- Understanding of affordable housing markets and issues.
- Ability to audit financial statements and budgets for accuracy.
- Strong communication and negotiating skills.
- Ability to compose complex reports and notices.
- Ability to travel up to 50% with overnight stays.
- Willingness to work over 40 hours per week as needed.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- Self-motivated individual who can thrive in a professional environment
- Must have or acquire a TX drivers license and maintain the drivers license for the duration of employment.
- Ability to independently make travel arrangements that will be reimbursed.
- Ability to provide innovative suggestions to improve policies and processes.

Preferred:

- Minimum education of Bachelor's Degree
- Experience in Multifamily Property Management
- Familiarity with asset oversight and asset management functions.
- Knowledge of the principles of auditing and multi-family accounting practices
- 2 years' experience in tax-exempt bond compliance is preferred
- Considerable experience and training in housing programs, including:
 - Low-Income Housing Tax Credit program
 - HOME program
 - Tax-Exempt Bond program preferred.

Compensation and Benefits:

The position is a full time, salaried, non-managerial position. Compensation will be based on relevant experience. Additionally, our benefits package includes the following:

- Healthcare plan
- Dental & vision plan
- 401(k)
- Paid holidays
- Life insurance

We work to maintain the best possible environment for our employees where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply:

Qualified candidates are encouraged to submit their resume to mgreen@tsahc.org. Please reference "Asset Oversight / Compliance Specialist" in the subject line.

For more information on TSAHC, please visit us at www.tsahc.org.

TSAHC is an Equal Opportunity Employer