

The Texas State Affordable Housing Corporation (TSAHC) is a dynamic, self-supporting nonprofit created by the Texas Legislature to meet the housing needs of low- and moderate-income Texans. We do this primarily by creating and managing programs that help Texans buy homes and developers build affordable rental communities. Our work is supported by motivated team members who believe in each other and in the work we do. We invite you to find out more about us at [www.tsahc.org](http://www.tsahc.org).

One of TSAHC's primary public purposes is to help build or preserve affordable rental housing in Texas to assist low- and moderate-income renters. TSAHC is seeking an **Asset Oversight and Compliance Specialist** to support these activities.

### **Asset Oversight and Compliance Specialist**

The Asset Oversight and Compliance Specialist works under the guidance of the Senior Manager of Asset Oversight and Compliance. Responsibilities includes monitoring TSAHC's portfolio of multifamily bond-financed and Texas Housing Impact Fund properties to ensure compliance with applicable federal and state regulations and policies.

### **Essential Duties and Responsibilities:**

- Conduct comprehensive on-site reviews of a property's physical condition, financial performance and operating practices.
- Ensure compliance with rent and income restriction and other federal and state regulations.
- Identify issues of non-compliance, create findings, outline discrepancies/deficiencies, recommend corrective action and resolve issues of non-compliance.
- Analyze financial statements, budgets, and variance reports for multifamily properties.
- Write audit reports by gathering data and performing a thorough property analysis.
- Provide technical assistance to site-management staff.
- Review monthly reporting to ensure property set-aside and resident service requirements are met.
- Prepare quarterly and annual reports for supervisor's review.
- Attend affordable housing and compliance trainings and seminars as necessary.
- Plan, coordinate and scheduled travel itinerary for on-site visits.
- Respond to queries from properties and tenants by phone or email in a timely fashion.
- Perform other duties as assigned (i.e., property management duties for TSAHC's rental program).

### **Qualifications:**

Undergraduate degree in property management, finance or business. Equivalent professional experience combined with education and/or professional industry training may be substituted for education. A minimum of one (1) year experience in asset oversight and two (2) of experience in affordable housing compliance is required. Tax Credit Specialist and Certification Occupancy Specialist certification is required or must be obtained within the first 6 months of employment.

- Knowledge of local, state, and federal affordable housing compliance regulations for the tax-exempt bonds and housing tax credit.
- Proficiency in Microsoft Excel, Word and Outlook.
- Excellent verbal and written communication and organizational skills.
- Ability to manage multiple priorities and prioritize work.
- Ability to demonstrate integrity, dependability, and flexibility with a sense of urgency.
- Ability to work independently and as part of a team.
- Willing to work in various environment (office, outdoors, and vehicle).

- Ability to stand, walk, sit, stoop, and crouch.
- Willing to work over 40 hours per week, if needed.
- Willing to travel at least 35% of the time with overnight stays.
- Must have a valid Texas driver's license and maintain the driver's license for the duration of employment.

**Preferred:**

- Considerable experience and training in affordable housing programs including Tax Exempt Bond, Housing Tax Credit, Housing Choice Voucher Program Section 8, and HOME programs.
- Experience in affordable property management.
- Familiar with asset oversight and compliance auditing practices.
- TCS, COS, or HCCP certified.

**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
- 403(b) retirement plan with employer match
- Paid holidays
- Vacation and sick leave
- 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 and cover letter by email to Celina Stubbs Senior Manager of Asset Oversight and Compliance, at [cstubbs@tsahc.org](mailto:cstubbs@tsahc.org). Please reference "Asset Oversight and Compliance Specialist" in the subject line.

Initial interviews will be conducted by phone with follow-up interviews by video conference or in-person while following City of Austin Health Authority Emergency Rules. During the COVID-19 outbreak, this position's duties, and training for this position, can be accomplished remotely. However, this position is otherwise an in-office position at our Austin, Texas location.

For more information on TSAHC, please visit us at [www.tsahc.org](http://www.tsahc.org).

*TSAHC is an Equal Opportunity Employer*