

**Title: Manager of Tax Credit Compliance**

**Job Type:** Non-Exempt  Exempt

**Division: Housing Management**

**Job Grade: 8**

**Reports to: Director of Housing Management**

### **Job Purpose**

Monitors all properties that received an allocation of Low Income Housing Tax Credits (LIHTC) to confirm compliance with the IRS Section 42 Low Income Housing Tax Credit Code, Regulations, Rules, Notices and the Indenture of Restrictive Covenants. Notifies the owner and the IRS, if applicable, of any noncompliance issues.

### **Essential Functions**

1. Maintain comprehensive knowledge of the IRS Section 42 Low Income Housing Tax Credit (LIHTC) Program; including Code, Revenue Procedures, Notices, Rules and Regulations.
2. Maintain comprehensive knowledge of Agency policies and procedures.
3. Hire, train, evaluate and supervise the LIHTC compliance staff.
4. Oversee the staff's review of the Project History Form, Owner's Certificate of Continuing Program Compliance, and Tenant Income Certifications submitted by owners/agents.
5. Provide information pertinent to the preparation and submission of reports to IRS (IRS Forms 8823), US Treasury (Section 1602 Exchange Report), and HUD (Tenant Data Collection Upload).
6. Review, assist, and respond to requests and correspondence from Agency personnel, property owners, management agents, tenants, HFA's, IRS, and other government offices regarding the LIHTC Program.
7. Attend periodic meetings, webinars, and conferences regarding the LIHTC Program, such as the NCSHA Credit Connect, Novogradac webinars, and other similar events.
8. Update the PHFA LIHTC Program Compliance Manual.

9. Prepare Multifamily Tax Subsidy Programs (MTSP) Income Limit / Rent Charts for LIHTC projects.
10. Generate a list of physical inspections, annually, to be performed by the Technical Services Division.
11. Issue mass mailings to owners and agents of LIHTC properties to inform and remind them of requirements of the LIHTC Program.
12. Establish and implement policies and procedures to carry out efficient management of LIHTC compliance monitoring.
13. Assist with the development and implementation of computer programs for LIHTC Compliance.
14. Prepare negative ranking reports for use in reviewing PHFA tax credit applications and completing Owner's Previous Experience reports to assist other states in confirming owners are in compliance with tax credit rules and regulations in Pennsylvania.
15. Complete Special Projects, as assigned by the Director of Housing Management.

### **Job Requirements**

**Education:** B. S. Degree from accredited academic institution and/or combination of 5-8 years of relevant work experience – minimum of two years of supervisory experience.

### **Knowledge/ Skills:**

1. LIHTC Certifications such as Quadel or A.J. Johnson preferred
2. Proficient in the use of Microsoft products.
3. Working knowledge of the AS400 System preferred but not required.
4. Familiarity with Pennsylvania Housing Finance Agency Programs, a plus.
5. Must have good communication and interpersonal skills, public speaking, teaching, or training experience.
6. Demonstrated ability in problem solving, negotiating, and coordination of staff.
7. Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
8. Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

9. Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.

10. Ability to multi-task; with effective time management skills.

11. Ability to travel periodically, including overnight and out of state.

### Travel

None       Light       Frequent       Other:

### Working Conditions

- This position is located in and works from PHFA's Harrisburg office.
- PHFA has a hybrid work environment. Specific remote and in-office work schedules will be determined by the direct supervisor.

**Physical Demands:**  Lifting/Carrying    Walking    Sitting    Standing    Other

Ability to climb a step stool and file from a height of 2 feet off the ground.