

RIHousing – Asset Manager-MF Ancillary Programs

RIHousing is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

What it's all about:

This position is accountable for the compliance administration of various federal and state rental housing programs. The incumbent will conduct regulatory compliance file audits, management reviews and physical property inspections for rental units within RIHousing's multifamily loan portfolio, in accordance with appropriate guidelines and policies.

What you'll do on a daily basis:

- Conduct physical property inspections and/or file audits and prepare accompanying documentation and correspondence as required to ensure the property is in compliance with the specific program regulations.
- Processes a variety of documentation related to subsidy payments, contracts, and rent adjustments for assigned developments in an accurate and timely manner.
- Monitors and analyzes program tenant occupancy and demographic data in the Web Tenant Compliance (WTC) software. Responsible to follow up with owner/agents to ensure compliance with HUD, LIHTC, state and local regulations.
- Provides reports on portfolio compliance to senior level division staff
- Assist in identifying training needs and coordinating compliance training for department staff and management/owner partners.
- Processes a variety of documentation related to subsidy payments, contracts, and rent adjustments for assigned developments in an accurate and timely manner.
- Performs specialized, technical administrative and/or reporting functions in an accurate and timely manner as assigned
- Process a variety of correspondence and documentation, including reporting of non-compliance related to assigned portfolio in an accurate and timely manner as established by the supervisor to ensure compliance with federal, state and RIHousing guidelines/policies.
- Mediate owner/tenant problems in a timely, professional manner through appropriate technical assistance as required.
- Provides technical assistance and training to management agents and their staff in all phases of property management
- Performs specialized, technical administrative and/or reporting functions in an accurate and timely manner as assigned
- Collect and maintain information pertaining to a portfolio of affordable multifamily housing compliance.

What you'll bring to the team:

The incumbent assumes responsibility for a portfolio of affordable housing projects throughout the state. The incumbent will ensure that developments are operating in compliance with applicable State and Federal regulations, particularly the HOME program. He/She will perform a variety of on-site physical inspections using state of the art software, will conduct file audits, analyze occupancy data, maintain portfolio database, generate various reports, and perform research functions as required. Prior to site visit, conducts a desk review, analyzes prior years inspection reports and file audits and reviews occupancy reports and waitlist information. Operational concerns will be addressed directly with the owner/agent or will be communicated with the Loan Workout staff. The incumbent will be expected to manage complex regulatory matters within RIHousing's rental housing portfolio. He/she will work closely with the Rental Compliance Training Coordinator and Asset Managers to identify training needs for the department and assist in coordinating training sessions. The incumbent will also be relied upon to complete various reports on overall portfolio compliance that will be used in presentations to senior management within the division.

The incumbent will produce professional written reports and correspondence to owner/managing agents and appropriate federal and state governing bodies; will ensure that any deficiencies and non-compliance found at the property are corrected; will provide prompt follow-up and file documentation to owner/managing agents and government entities. The incumbent provides on-going technical assistance and compliance support to owner/managing agents on a routine basis and will act as an intermediary with owner/managing agent in resolving tenant related problems. The incumbent will assist other team members with on-site physical inspections and file audits which will likely include audits under various HUD or IRS housing programs.

This position is also responsible for inspections of capital improvements and repairs after insurance losses.

The incumbent should have knowledge of and experience working with the HOME program along with an understanding of the compliance requirements of the HUD Section 8 program and the Low Income Housing Tax Credit program. If not already certified, the incumbent will be required to obtain both a Tax Credit Program Compliance Certification and a certification related to the administration of the HUD Section 8 program through nationally recognized affordable housing training organizations approved by RIHousing within one hundred and twenty days of his/her date of hire. He/she must be able to complete independent research related to program compliance and effectively communicate the results to team members and senior staff.

Incumbent works to resolve tenant and owner/agent complaints and concerns regarding health and safety and project operational issues, including required HUD and IRS reporting.

What you'll need to succeed:

- Minimum five years property management or related housing experience
- Experience working with the HOME program.
- Tax credit compliance and Section 8 certifications obtained through nationally recognized

affordable housing training organizations.

- Good verbal and written communications skills, along with good organizational and negotiation skills.
- Strong computer skills, including intermediate knowledge of word processing, spreadsheet, and database software.
- Bilingual ability preferred (particularly Spanish or Portuguese)
- Bachelor's degree in real estate, business administration, or related field and/or property management certification; and/or equivalent work experience
- Use of personal vehicle, valid driver's license and proof of insurance is required

Why RIHousing

- Competitive salary
- Parking Stipend
- Medical/Dental/Vision/Life Insurance
- Paid Time Off
- Retirement Options
- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days
- Winner of "Best Places to Work" 2016, 2018, 2019
- Worksite Health Award 2013-2019

RIHousing strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs. A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

To achieve our mission, we:

- Offer fair, affordable and innovative lending programs.
- Provide housing-related education to consumers and others.
- Promote and finance sensible development that builds healthy, vibrant communities.
- Provide housing grants and subsidies to Rhode Islanders with the greatest need.
- Team up with partners to improve everything we do.

RIHousing uses its resources to provide low-interest loans, grants, education and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public purpose corporation. RIHousing requires its employees to be highly motivated and knowledgeable, have a sound understanding of the changing needs of Rhode Island's housing market, be willing to work within and toward a smoothly integrated operation, demonstrate a commitment to serve the people of Rhode Island, especially those with low and moderate incomes in need of safe and affordable homes, and

possess a high level of integrity and deep respect for all Rhode Islanders, including customers, partners and fellow employees.