



RhodeIslandHousing
working together to bring you home

February 3, 2015

MULTIFAMILY COMPLIANCE SPECIALIST

Rhode Island Housing, an agency of the State of Rhode Island, is primarily funded by private investors and through administration of federal housing programs. All of our resources are invested in our mission. Rhode Island Housing works to ensure that all people who live or work in Rhode Island can afford a safe, healthy home that meets their needs. Our belief is that a home encompasses much more than four walls and a roof.

Our Loan Servicing Division is currently looking for a Multifamily Compliance Specialist to complete compliance monitoring specifically for the Low Income Housing Tax Credit program, and other State and Federal programs as required and also to complete a variety of physical inspections (including the Federal Real Estate Assessment Center (REAC)) and/or file reviews and prepare accompanying documentation to ensure program standards are met in accordance with Federal, State and Rhode Island Housing guidelines. Process a variety of documentation related to assigned developments in an accurate and timely manner as established by the supervisor to ensure compliance with federal, state and Rhode Island Housing guidelines/policies. Mediate owner/tenant problems in a timely, professional manner through appropriate technical assistance as required.

Minimum three years property management or related housing experience; working knowledge of HUD and IRS regulations; knowledge of building code requirements; good verbal and written communications skills, along with good organizational and negotiation skills, strong computer skills; bilingual ability preferred (particularly Spanish or Portuguese); valid driver's license; Certified HUD REAC Inspection Certificate required at time of application or must be obtained at the next available training offered by HUD,. Associates degree in real estate, business administration or related field and/or property management certification. Use of personal vehicle, valid driver's license and proof of insurance is required.

Send resume to Rhode Island Housing, Attn.: Human Resources Director, 44 Washington Street, Providence, RI 02903, fax 450-1317 or e-mail ptrinque@rhodeislandhousing.org.

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