

WHY WHEDA?

WHEDA serves Wisconsin residents and communities by working with others to provide creative financial and technical resources to stimulate and preserve affordable housing, small businesses, and agriculture.

WHEDA values Equity, Diversity and Inclusion as part of our culture.

WHEDA employees participate in the State of Wisconsin benefit package (<https://www.wheda.com/about-wheda/careers/benefits>). **WHEDA** offers an excellent benefits package that includes: Medical, Vision, and Dental Insurance, State Retirement plan; 457 Deferred Compensation, Group Term Life Insurance (and optional term life insurance for family members), Commuter Allowance, Short and Long Term Disability Insurance, paid sick leave, paid vacation time, thirty six (36) personal holiday hours, Nine (9) paid legal holidays per year, tuition reimbursement program.

WHEDA is an equal opportunity and Affirmative Action employer seeking a diverse and talented workforce. Veterans are also encouraged to apply.

WHEDA employees have the option to select a hybrid telework/flex schedule.

WHEDA employees are required to report their **COVID vaccination status**, whether vaccinated or not, and must provide supporting documentation if vaccinated. Newly hired employees will be required to submit this information within their first four weeks of employment.

WHEDA's Risk and Compliance Group is seeking a Housing Management Officer. This position is responsible for professional activities related to asset and risk management of **WHEDA** financed and monitored affordable housing programs at both the state and federal levels. Areas of expertise include Section 42 Tax Credits, HUD Section 8, and Portfolio Management. Compliance monitoring includes on-site and/or desk reviews of documents and electronic data, identifying non-compliance, providing technical assistance and participating in training sessions.

Incumbents to this position will be based from their home office with occasional travel to the Madison or Milwaukee Office as needed. This position will be assigned a region of Wisconsin where a majority of work assignments will be conducted. Candidates will be expected to reside in this region. The available regions for this position will be in one of the two locations listed below.

Southeastern Wisconsin:

Racine, Kenosha, Milwaukee, Waukesha or Walworth counties

Northwestern Wisconsin

Douglas, Bayfield, Ashland, Burnett, Washburn, Sawyer, Price, Polk, Barron, Rusk, Taylor, St. Croix, Dunn, Chippewa, Taylor, Clark, Eau Claire or Pepin counties

ESSENTIAL DUTIES:

- Conducts site inspections to assess the financial, regulatory, managerial, and physical condition of assets in the multifamily portfolio in accordance with federal and state regulations; audits tenant files, including income and rent calculations;
- Manages a portfolio of multifamily assets; collects, compiles, and analyzes operational data to determine the viability of these assets and monitors compliance with program guidelines and all legal and statutory requirements;
- Monitors compliance of property owners and agents with multifamily program guidelines and related legal documents on a daily basis and through annual agent certification approvals; works closely with owners and agents to improve compliance and correct deficiencies through training and guidance;
- Records onsite review results through prescribed reports, forms, and electronic tracking systems; identifies deficiencies noted during reviews, defines corrective action plans for owners and agents, and conducts follow-up and approval of completed plans;
- Assists with owner/agent and tenant concerns regarding advanced compliance concepts and/or rent / income calculations to ensure efficient customer service;
- Applies, and communicates changing government regulations, rulings, legal decisions, and handbooks/manuals as they apply to the multifamily portfolio;
- Works closely with Portfolio Risk Officers and Quality Assurance to analyze on-going asset financial performance and assist in capital budget approval/review, reserve and escrow management, and asset viability;
- Identifies trends that impact housing within designated markets, developers, owners, and management agents to provide essential information to internal and external customers for determining the most efficient use and allocation of financial resources related to housing;
- Trains and educates clients on various programs administered by WHEDA;

- Maintains confidentiality as it pertains to customer information and any other information obtained role as a WHEDA employee;
- Contributes toward the formulation of new and existing programs and procedures to further the strategic goals of the organization as they relate to the multifamily portfolio;
- Works with legal department to review and provide guidance on legal and regulatory documents as they relate to the release or early termination of property Land Use Restriction Agreements (LURAs) and to pursue habitual non-compliance offenders;
- Performs other duties of a similar nature or level.

EDUCATION, TRAINING AND EXPERIENCE: Associates Degree in Business Administration, Finance, Real Estate, or a related degree and three years of experience in affordable housing, multifamily property management, asset management, compliance, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge required for this position includes:

- Portfolio and asset management principles, practices, and procedures;
- Construction methods and building maintenance and housing quality standards;
- Government housing regulations, principles, practices, procedures, penalties, and sanctions;
- Financial statements and asset valuation principles;
- Real estate market;
- Market feasibility analysis practices;
- Risk assessment and management principles, practices, and procedures;
- Applicable Federal, State, and local laws, rules, and regulations;
- Multifamily lending practices and programs.

Skills required for this position include:

- Conducting research;
- Performing and auditing mathematical calculations;
- Analytical skills with ability to make recommendations;
- Interpreting and applying legal documents, regulations, rulings, and technical information;
- Conducting multifamily housing inspections;
- Speaking in public;

- Providing customer service;
- Assessing and reporting property performance;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

SALARY: WHEDA offers a competitive salary which will be commensurate with qualifications. This position will pay in the high \$50,000's to low \$60,000's.

APPLICATION DEADLINE: This position will remain open until filled.

Questions may be directed to whedah@wheda.com.

An Equal Opportunity Employer Operating Under an Affirmative Action Plan