

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), Disability Insurance, paid sick leave, paid vacation time twenty eight (28) personal holiday hours, Twelve (12) 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 has a remote work policy where certain employees may enjoy a remote work schedule, based on position and business needs. See more details below related to this specific position.

WHEDA is seeking a Housing Management Officer to join our Compliance Department. This position is remote, with frequent statewide overnight travel and occasional travel required to the Madison office.

SALARY: Hiring Range for this position is from \$60,264 to \$74,054. Offered Salary will be based on qualifications and internal pay equity. **WHEDA** provides a competitive salary and **WHEDA** employees participate in the State of Wisconsin benefit package which includes retirement, health insurance and deferred compensation programs.

POSITION OVERVIEW:

The Housing Management Officer position is responsible for monitoring the compliance component for a portion of **WHEDA's** multifamily affordable housing portfolio. This includes strict and timely adherence to compliance laws, regulations, codes, and standards for State and Federal Housing Tax Credits, HUD Section 8 and PRA 811, TCAP/Exchange, Risk Sharing, Housing Trust Funds, HOME, and other federal or state programs as required.

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; records onsite review results through reports, forms, and electronic tracking systems. Defines and follows-up on necessary corrective actions.

- Manages a portfolio of multifamily assets; collects, compiles, and analyzes operational data to determine the viability of these assets; applies high level monitoring and scrutiny to ensure 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.
- Researches, applies, and communicates changing government regulations, rulings, legal decisions, and handbooks/manuals as they apply to the multifamily portfolio. Identifies trends that impact housing within designated markets to better inform both internal and external stakeholders.
- Assists with owner/agent and tenant concerns regarding advanced compliance concepts pertaining to state, federal and agency policy and regulations and/or rent and income calculations to ensure efficient customer service.
- Works closely with internal departments to analyze on-going asset financial performance and assist in capital budget approval/review, reserve and escrow management, and asset viability.
- Assists with selecting/implementing new and existing software and formulating/modifying new and existing policies, programs, and procedures.
- Assists with on-going training, mentoring, and education efforts for new hires, internal staff, and external clients. This may include public speaking.
- Performs or assists with other duties as assigned.

QUALIFICATIONS:

- Associate degree in Business, Finance, Real Estate, Accounting, Economics, or a closely related field AND 3 years of experience related to asset management or affordable housing compliance; OR equivalent combination of education and experience
- Valid Driver's License
- This position is located in **Central or Northwestern Wisconsin.**

KNOWLEDGE AND SKILLS:

- Working level knowledge of compliance requirements for all affordable housing programs administered or monitored by WHEDA (HUD, HOME, tax credit, WHEDA, etc.)
- Portfolio and asset management principles, practices, and procedures
- Risk assessment principles and practices

- Construction methods, building maintenance, and housing quality standards
- Housing regulations, principles, practices, procedures, and applicable federal, state, and local laws
- Attention to detail, and ability to troubleshoot for process improvement
- Customer service skills
- Excellent verbal and written communication skills, including preparation of business correspondence
- Problem solving skills and ability to work under pressure
- Successful prioritizing and management of work projects
- Ability to work independently and efficiently
- Strong adherence to confidentiality in working with clients and vendors
- **Tax Credit Specialist(TCS) or Certified Occupancy Specialist (COS) required within 6 months of hire**

This position is a “rural/ home office” position, and the work schedule is determined based on the business/division needs.

APPLICATION DEADLINE: This position will be posted until filled. Please apply here:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=1f638d85-4ff7-4a50-b23d-48cc9868e582&ccId=19000101_000001&type=MP&lang=en_US&jobId=618474

Questions may be directed to whedahr@wheda.com.

This position is not eligible for a work-related immigration visa sponsorship. We request you do not include a photo of yourself with your application for employment. Any submitted will be removed prior to viewing by hiring leaders. An Equal Opportunity Employer Operating Under an Affirmative Action Plan.