



## Housing Authority of the City of Columbia, Missouri

### Human Resources

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201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ [www.ColumbiaHA.com](http://www.ColumbiaHA.com)

## Low-Income Housing Tax Credit (LIHTC) Compliance Specialist

**REPORTS TO:** Director of Housing Operations

**SALARY:** Range E, \$18.00 - \$25.00 hr (\$37,440 - \$47,840 annually), plus Excellent Fringe Benefit Package

**Position Summary:** Low-Income Housing Tax Credit (LIHTC) Compliance Specialist will work with the LIHTC Compliance Manager to assist in reviewing tenant files to ensure files are organized/properly maintained. Assist LIHTC Compliance Manager in the audit of tenant files. Review documentation for the preparation and rental of vacant units. Complete projects as assigned.

### Partial Listing of Minimum / Preferred Qualifications:

- Minimum 3 years LIHTC experience
- Prefer HCCP or similar LIHTC program certification, or be able to obtain within 90 days of hire.
- Must possess HOME Program Compliance Certification, or be able to attain within 90 days of hire
- Prefer minimum 3 years' experience with HUD Project-Based Section 8 program
- High school graduate, some college preferred.
- HOME Fund experience preferred.
- HUD HCV program experience a plus.

**A copy of the complete position description is attached.**

Employment applications are available at the CHA Administration Building, 201 Switzler Street  
or on the web at [www.columbiaha.com](http://www.columbiaha.com) > Job & Bid Opportunities

For accommodations related to disability please call (573) 443-2556, ext. 1120 or Contact Us through the  
CHA web site at [www.columbiaha.com](http://www.columbiaha.com) > Contact Us > Department > Jobs/Human Resources

The Housing Authority of the City of Columbia, Missouri is an Equal Opportunity Employer.



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### Position Description

#### **Low-Income Housing Tax Credit (LIHTC) Compliance Specialist**

**Reports To:** Director of Housing Operations

#### **Summary of Position:**

Low-Income Housing Tax Credit (LIHTC) Compliance Specialist will work with the LIHTC Compliance Manager to assist in reviewing tenant files to ensure files are organized/properly maintained. Assist LIHTC Compliance Manager in the audit of tenant files. Review documentation for the preparation and rental of vacant units. Complete projects as assigned.

#### **Major Duties and Responsibilities Include:**

- Work with Compliance manager in the gathering of the required documentation to pre-certify existing tenants prior to acquisition.
- Complete certification of existing tenants upon acquisition.
- Submit completed TIC to Compliance Manager for review prior to submission to contracted compliance agency.
- Maintain tenant file documentation through-out the project rehab and recertify tenants prior to moving them into a rehabbed unit.
- Income qualify applicants for initial move-in and prepare move-in documents for Property Managers.
- Work closely with agency's Compliance manager and the Director of Housing Operations on Tax Credit and compliance issues.
- Enter new resident information into Housing Management Software (HMS) and paperless File Vision software systems and create new resident files
- Coordinate annual LIHTC recertification process
- Create all annual reporting documents for syndicators and government agencies
- Prepare files for state Housing Finance Agency (HFA) inspections
- Review all state HFA Inspection reports with LIHTC team
- Work with Compliance manager to complete yearly audit of Tax Credit tenant files to ensure full compliance
- Keep informed of tax credit regulations and changing policies.
- Work with Compliance manager to implement compliance procedures and regulations
- Advise Rental Housing Staff on updated compliance procedures and regulatory requirements Sign all documents with resident prior to lease/certification and recertification deadline.



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- Review rent rolls/lease expiration reports to determine if leases were completed prior to the expiration date.
- Review tenant files/lease expiration reports to determine if lease renewal notices were sent to tenants accordingly
- Prepare & expedite all annual lease renewals for all tenants - Send lease renewal notices 120/90/60/30 days in advance with applicable rent increase.

### **Required Knowledge, Skills, and Abilities:**

- Knowledge of counseling and problem solving techniques.
- Must be able to communicate well, both orally and in writing, with CHA staff, residents, landlords and the general public.
- Knowledge of the practices, procedures and policies of CHA and Federal regulations governing the provision and oversight of the Section 8 program.
- Ability to implement, without supervision, continuing assignments requiring the organization of material, the preparation of reports and the making of decisions within the framework of policies and procedures.
- Ability to utilize computer hardware and software required to meet the general responsibilities of the position.
- Ability to make mathematic computations with speed and accuracy.

### **Education and Experience:**

- Minimum 3 years acquisition / rehab LIHTC experience
- Must possess LIHTC-Affordable Housing Compliance, or similar Certification, or must be able to attain within 90 days of hire
- Must possess HOME Program Compliance Certification or be able to attain within 90 days of hire
- Must have minimum 3 years' experience with HUD HCV programs
- High school graduate, some college preferred.
- HOME Fund experience preferred.
- Project Based Section 8 program experience a plus.
- A minimum of two years' experience with computers and software systems.

### **Special Requirements:**

- Must be bondable and insurable.



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- Must have or obtain a valid Missouri driver’s license.
- Must attain Housing Choice Voucher Specialist certification within one year of employment.
- Must be willing to travel overnight a minimum of 15 days annually for training or attendance at conferences/workshops.
- Must be able to obtain and maintain a bank account.
- Must be able to pass a pre-employment drug screen.
- Must be able to pass a pre-employment background check.

All CHA Staff are responsible for supporting a “one agency” perspective while acting as advocates for their work units. The Resident Services Coordinator supports the organization as a whole by:

- Implementing organization-wide goals and cross-department projects and objectives;
- Offering input and feedback to long range, strategic and budget planning processes;
- Maintaining both a department and an organization-wide perspective when considering information, issues and challenges;
- Modeling the agency’s service orientation with all public, elected or funding agency representatives; and
- Conducting business through cross-department participation and review, two-way communication, and accountability.

We are an equal opportunity/affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or any other characteristic protected by law.

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Employee

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Date