



## **RIHousing –Asset Manager**

*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 administration of HUD rental subsidy contracts along with accurate and timely completion of assigned compliance file audits, management reviews and physical property inspections for rental units within Rhode Island Housing's multi-family loan portfolio, in accordance with appropriate federal, state and Agency guidelines and policies. This position assumes total responsibility for a portfolio consisting of approximately 50 affordable housing projects throughout the state. The incumbent will perform a variety of on-site physical inspections, including both Management and Occupancy reviews in accordance with HUD regulations and Low-Income Housing Tax Credit audits per Internal Revenue Service guidance, using state of the art software. This position is also responsible for analyzing and maintaining a portfolio database and performing compliance related functions for several other state and federal rental housing programs. The incumbent must possess a comprehensive understanding of the HUD Section 8 program and the Low-Income Housing Tax Credit program and will be required to obtain both a Tax Credit Program Compliance Certification and a certification related to administration of the HUD Section 8 program.

### **What you'll do on daily basis:**

- Produce 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
- Provide 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
- Assist other team members with on-site physical inspections and file audits

Regarding the Section 8 portfolio,

- Process financial requisitions on behalf of owner/agents to ensure timely and accurate subsidy payments and assists owner/agents in resolving issues with these submissions. Incumbent also reviews and approves owner/agent requests for rent adjustments
- Process requests for vacancy/unpaid rent and special claims
- Conduct additional inspections for purposes of completed Capital Needs improvements, and properties with repairs due to insurance loss, and other functions as may be assigned. From time to time, he/she may perform special projects or serve on task forces as directed.
- 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 bring to the team:**

- Professionalism in conducting physical property inspections and/or file audits and prepare accompanying documentation and correspondence as required to ensure the property follows the specific program regulations.
- Accurately processes a variety of documentation related to subsidy payments, contracts, and rent adjustments for assigned developments in an accurate and timely manner.
- Be able to conduct Management and Occupancy Reviews, monitors and analyzes LIHTC 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.
- 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 Rhode Island Housing guidelines/policies.
- Excellent communication in order to 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
- Be able to perform specialized, technical administrative and/or reporting functions in an accurate and timely manner as assigned

### **What you'll need to succeed:**

- Minimum five years property management or related housing experience
- Working knowledge of HUD and IRS regulations
- 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 a deep respect for all Rhode Islanders, including customers, partners and fellow employees.

Apply for the position at [www.rihousing.com](http://www.rihousing.com)