

Vice President Compliance

Job Description

The Vice President Compliance for Invest Atlanta is responsible for conducting supervising and motivating a team of Compliance Coordinators in the critical analysis, research, evaluation, management and monitoring of local, state and federal regulatory and compliance requirements for the diverse spectrum of programs administered by Invest Atlanta, including but not limited to LIHTC, Taxable and Tax-Exempt Bond Financing, Single Family Mortgage Programs, Homeless Opportunity Bonds, Lease Purchase Bond Programs, Economic Opportunity Funds, Urban Enterprise Zones, Small Business Loan Funds, Tax Allocation District Funds, Brownfield Revolving Loan Fund, EB-5 transactions, programs related to the New Atlanta Stadium, and similar programs.

The Vice President Compliance reports directly to the General Counsel.

KEY RESPONSIBILITIES

- Lead organization's efforts to effectively manage all aspects of the incentive programs offered or administered by Invest Atlanta to obtain project success, limited resources, and public transparency.
- Serve as Team Leader for Internal Revenue Service audits of tax exempt housing bond programs.
- Apply industry best practices in the management and training of Compliance Coordinators to maximize efficiencies and achieve adherence to diverse program guidelines.
- Interpret federal and state laws and regulations and recommend policies and procedures to implement such requirements.
- Continuously monitor a variety of economic and capital market indicators, internal and external housing industry analyses and any resulting impact on portfolio.
- Identify evolving best practices; recommend changes to improve loan quality; monitor adherence to federal, state or local rules and regulations for all programs
- Guide the development of compliance manuals and standard operating procedures for the various program initiatives.
- Develop strategies and innovative ideas in pursuing financial opportunities and evaluating risk to existing and future portfolio assets.
- Oversee organizational implementation of database management software for all incentive programs.

- Expand existing and create new working relationships with bond trustees and investors, tax credit syndicators, credit enhancers, etc. to restore financial solvency to “troubled” transactions.
- Maintain good communication with funders/investors; generate reports as necessary, ensuring compliance with all contracts and agreements.
- Oversee unit budget, collection of revenues and all expenditures, and audit review.
- Supervise annual compliance trainings for IA program recipients, where appropriate.
- Prepare responses to Open Records Act Requests as directed by General Counsel.
- Prepare responsive data and information for use by the Marketing & Communications department.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven managerial ability to mentor, motivate, and inspire staff in a results-oriented unit.
- Knowledge of policies, processes and procedures of federal, state and local funded programs offered or administered by Invest Atlanta.
- Excellent presentation, verbal and written communication skills; able to effectively communicate complicated technical issues to a non-technical audience
- Demonstrated capacity to comprehend, interpret and apply regulations, procedures, financial data, and related information, and to make such information accessible the Senior Team, and IA Board, as appropriate.
- Demonstrated experience in high-level analytical and problem solving skills.
- Skill in leading and coordinating group projects.
- Ability to review, interpret and disseminate information and make recommendations.
- Ability to consistently and objectively identify project deficiencies and instances of non-compliance with program standards and to formulate and communicate appropriate remedial measures.
- Ability to interpret federal and state laws and regulations and recommend policies and procedures to implement such requirements.
- Ability to manage multiple tasks, simultaneously in a high-pressure, public environment.

EDUCATION AND EXPERIENCE

B.A. or B.S. from an accredited college or university in business administration, public administration, urban planning, real estate, economics, or related field, and seven (7) years of

progressively responsible work experience to include a minimum of four (4) years of managerial/supervisory experience in banking, finance, regulatory affairs, legal affairs, or compliance unit.

Resumes should be submitted to: jobs@investatlanta.com.

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, Disabled and Veterans are encouraged to apply.