



COMPLIANCE / ASSET MANAGEMENT SPECIALIST JOB DESCRIPTION

The Compliance/Asset Management Specialist for Invest Atlanta is responsible for managing all matters pertaining to the real estate owned, operated and/or managed by the Invest Atlanta, URFA and any of their affiliate entities (“Portfolio Properties”). This position will be expected to provide construction management, financial and other support to Invest Atlanta entities/departments as required by management.

In addition, conducting critical compliance analysis, research, evaluation, management and monitoring of local, state and federal regulatory and compliance requirements for all incentive programs administered by Invest Atlanta. This includes but is not limited to Taxable and Tax-Exempt Bond Financing, LIHTC, Single Family Mortgage Programs, Lease Purchase Bond Programs, Economic Opportunity Funds, Urban Enterprise Zones, Small Business Loan Funds, Tax Allocation District Funds, New Markets Tax Credit financing, EB-5 transactions, the New Atlanta Stadium Project, and similar programs.

The Compliance/Asset Management Specialist reports directly to the Director, Compliance.

KEY RESPONSIBILITIES

ASSET MANAGEMENT:

- Review and analyze property management reports and operating statements for all Portfolio Properties monthly, to identify significant trends or issues and provide key recommendations for improvements.
- Prepare and recommend strategies to sustain and/or enhance the operational and financial performance for all Portfolio Properties thereby increasing the value and marketability of the asset.
- Participate in monthly asset reviews, routine meetings, site visits, and conference calls with third party property management to discuss asset-level strategies and operational issues. Provide viable and timely recommendations for improved performance based on discussions, observations and analysis.
- Maximize revenue, control expenses, and enhance value on retained real estate assets.
- Develop and control annual budget for operating and capital expenses for all Invest Atlanta and URFA related real estate entities where applicable.
- Establish key performance metrics and forecast management plans. Prepare monthly performance report, explaining variances.
- Track and maintain compliance reports and ensure compliance with covenants for all assigned properties.
- Ensure that Portfolio Properties are adequately insured. Monitor all insurance carriers and brokers activities and pricing related to the Portfolio Properties.
- Serve as the main point of contact for all Portfolio Properties. Contacts including, but not limited to, third-party service providers, internal departments and tenants.
- Form effective working relationships and networks with vendors, contractors, third party property managers, appraisers, brokers, and other service providers to ensure timely and superior completion of all projects and deliverables.

- Maintain relationships with all tenants on all assigned properties to ensure steady cash flows and enhance the value of the asset.
- Act as owner representative regarding tenant and/or community issues that cannot be handled by Management Company.
- Travel to real estate locations, client meetings, and other external and community meetings on an as needed basis.
- Ensure the best possible value on acquisitions and dispositions is obtained.
- Research and analyze local comps to make recommendations for sales/marketing and future development plans.
- Solicit bids and make recommendations to hire or terminate staff and/or vendors performing duties on any of the Portfolio Properties.
- Assist with due diligence process on new acquisitions and development projects for Invest Atlanta, URFA and all their affiliate entities.
- Prioritize and manage multiple complex projects in various stages with aggressive deadlines and timelines.
- Develops business relationships through membership and participations in professional, industry/trade and civic organizations.
- Performs other duties as assigned.

COMPLIANCE:

- Review pre-closing documents for developer financial obligations, compliance and reporting requirements; attend organizational pre-closing meetings and project closings.
- Conduct post-closing compliance with all regulatory agreements and standards for all state and local programs offered or administered by Invest Atlanta.
- Travel to portfolio properties to perform annual on-site visits, where appropriate, to audit files, inspect units and determine whether the project is in good physical condition relative to life safety and deferred maintenance issues; prepare summary report of file and physical findings.
- Review and analyze information from periodic compliance reports received for all projects and prepare summary reports and data for review by the Director, Compliance and General Counsel.
- Review and analyze data, and prepare compliance reports and documentation to NMTC Investors, EB-5 Investors, and AEMI Board.
- Perform research, evaluation and analysis of operational and program issues and recommend policy changes to the Director, Compliance and General Counsel.
- Review Income Certifications and Re-certifications for housing properties where required; resolve any discrepancies; ensure rent schedules are correct and properly applied for bond and tax credit units.
- Perform annual certifications to confirm owner occupancy and other requirements for Single Family Mortgage Programs.
- Submit copies of audits, data spreadsheets, and other applicable reports or requests to any regulatory agency as required, **including but not limited to: Invest Atlanta (the Urban Residential Housing Finance Authority, Atlanta Development Authority), the City of Atlanta, the Georgia Department of Community Affairs (DCA) and Atlanta Housing as appropriate.**
- Assist in preparing responses to Open Records Act Requests as directed by General Counsel.

- Complete tasks related to asset management for portfolio properties; review and analyze financial statements (including revenue trends, profit and loss statements, balance sheet, NOI and debt coverage ratios, etc.); recommend risk ratings and assist in restructuring debt and repositioning projects.
- Work with developers, property management companies, on-site personnel, bond trustees and investors to resolve non-compliance or non-performance issues where appropriate.
- Monitor payment of property taxes for projects where appropriate.
- Organize and conduct compliance trainings for property management personnel and developers as needed/requested.
- Review and analyze quarterly and semi-annual TAD project compliance reports tracking housing, job creation, job retention, wages, location of employees, tenants and programmatic goals.
- Perform all other duties that may be required or assigned. The omission of specific statements of the duties does not exclude them from the Key Responsibilities if the work is similar, related, or a logical assignment for this position.

EDUCATION AND EXPERIENCE

- Graduated from an accredited college or university with a bachelor's degree in business administration, public administration, urban planning, real estate, economics with two (2) years of progressively responsible compliance, corporate, government or bond finance experience; OR
- Equivalent combination of education and experience which equips the applicant with knowledge, skills and abilities as described in the section below.
- In addition to above, current Housing Credit Certified Professional (HCCP) Certificate for compliance review of affordable/low income housing and tax credit programs.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent verbal and written communication skills required
- Strong analytical and fiscal management skills to demonstrate the capacity to comprehend, interpret and apply regulations, procedures and related information.
- Excellent organizational and multi-tasking skills with attention to timelines and urgency.
- Excellent ability to gather, research, analyze and synthesize financial data, and produce useful reports and summaries.
- Collaborative team player with disciplined attention to detail and problem-solving skills.
- Knowledge of policies, processes and procedures of federal, state and local funded programs offered or administered by Invest Atlanta.
- Demonstrate competency and proficiency with MS Suite including Word, PowerPoint, Excel, corporate accounting and loan servicing software modules.
- Ability to consistently and objectively identify project deficiencies and instances of non-compliance with program standards.
- Ability to execute, follow-up with management and ensure attention to detail.
- Self-starter and ability to work independently with minimum supervision, work under pressure, meet deadlines and be able to thrive in a fast-paced work environment.

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.