



COMPLIANCE & COORDINATOR SPECIALIST JOB DESCRIPTION

The Compliance/Coordinator Specialist for Invest Atlanta is responsible for 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 and working with 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 support to Invest Atlanta entities/departments as required by management. Also assists Director with projects, processing invoices and other duties as assigned.

The Compliance/Coordinator Specialist reports to the Director, Compliance.

KEY RESPONSIBILITIES

- Provide administrative tasks for Director, team and organize special projects as required.
- 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 monthly compliance reports received for all projects and discuss during monthly compliance meetings and review any risk/watch or problematic projects with Director.
- Perform research, evaluation and analysis of operational and program issues and recommend policy changes to Director.
- 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 M/F and 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 the Georgia Department of Community Affairs (DCA).
- Assist in preparing responses to Open Records Act Requests as directed by Director or General Counsel.
- Assist with processing URFA Deed Cancellations and Homeowners Certificates for homebuyer loans.
- Organize and conduct compliance trainings for property management personnel and developers as required.
- 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.
- Develops business relationships through membership and participations in professional, industry/trade and civic organizations.

- Perform any and 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

- Preferred HCCP (Housing Credit Certified Professional) certified and/or knowledgeable and can obtain within one year of employment.
- 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 identify project deficiencies and instances of non-compliance consistently and objectively 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.