Position

# Tax Credit Officer II

division/department

Community Development/Tax Credits

nature of position

The incumbent in this position will evaluate Low Income Housing Tax Credit (LIHTC) multifamily housing project proposals for eligibility and feasibility, present and recommend projects for approval and provide technical assistance to LIHTC applicants. This position reports to the Tax Credit Manager.

essential functions

* Underwrite multi-family rental housing transactions in accordance with established policies and procedures and assess such areas as current rental housing market conditions, project development team, financial structure, rental income and operating expenses and projections, and project development budget, adjust tax credit award amount based on industry standards and program requirements as appropriate;
* Present proposed projects and make tax credit allocation recommendations to the CHFA Tax Credit Allocation Committee;
* Manage allocation process from application to final allocation by underwriting, analyzing, collecting, assembling, and distributing necessary information and coordinating with other internal divisions to move applications through process;
* Present updates and action items to CHFA’s Board of Directors as needed;
* Public speaking at groundbreaking and grand opening events, conferences, workshops, webinars, and other venues;
* Serving as a resource and technical expert for project sponsors, lending partners, investors, and other professionals on affordable housing matters at conferences, meetings, and one-on-one interactions;
* Maintain a thorough knowledge of the LIHTC program; and
* Oversight of other projects as assigned.

knowledge, skills and ability

* Strong knowledge of real estate lending principles that incorporate some of the following: financial feasibility, market analysis, and site analysis;
* High level of competence in public speaking;
* High level of initiative and ability to work independently;
* Excellent organizational and analytical skills;
* Proficient in the use of PC based applications including, but not limited to Excel, Word, and Access.
* Project management skills that will effectively facilitate coordination of the application and approval process;
* Strong skillset in communicating both orally and in writing in a positive, diplomatic, and friendly manner;
* Ability to negotiate issues and resolve problems;
* Strong customer service skills; and
* Ability to establish rapport with persons of diverse ethnic, racial, and cultural backgrounds.

experience/education

Requires in-depth experience in the Section 42 Low Income Housing Tax Credit program as well as knowledge of real estate lending principles that incorporate financial feasibility, market assessment and site analysis. Requires a Bachelor’s Degree in Business Administration, Marketing, Finance, Planning, or a related field or equivalent experience. Requires at least 5 years of work experience in a position that incorporates some or all the following: loan underwriting, market analysis, and financial feasibility with an emphasis in housing.

equipment used

Telephone; personal computer; computer hardware equipment, calculator; photocopy and fax machine, smart phone, vehicle.

physical environment

The incumbent in this position will perform the essential functions of the position primarily in an office environment. Some in state and out of state travel is associated with this position. Must be able to assess the physical condition of the properties which may require accessing areas such as individual units, roofs, basements, boiler rooms, common areas, etc., which may or may not be handicapped accessible. To access these areas, the incumbent may be required to walk, crawl, climb, and move and position items.

*With respect to its programs, services, activities, and employment practices, Colorado Housing and Finance Authority does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or any other protected classification under federal, state, or local law. Requests for reasonable accommodation, the provision of auxiliary aids, or any complaints alleging violation of this nondiscrimination policy should be directed to the Nondiscrimination Coordinator, 1.800.877.2432, TDD/TTY 303.297.7305, CHFA 1981 Blake Street, Denver CO 80202-1272, available weekdays 8:00 a.m. to 5:00 p.m.*