

Title: Lending Analyst II

Job Type: Non-Exempt Exempt

Division: Development

Reports to: Manager of Multifamily
Coordination

Job Grade: 6

Job Purpose

The Lending Analyst II is responsible for evaluating and processing affordable rental housing applications for multifamily housing resources available through the Low-Income Housing Tax Credit (“tax credit”) program, Housing Trust Fund program, PennHOMES programs, and other Agency resources/programs. This is accomplished by working as part of a team, overseeing the real estate development process from initial concept through closing, construction, and stabilized occupancy, helping to deliver high quality housing that serves low-income seniors, families, and individuals throughout the Commonwealth.

Essential Functions

1. Determine the eligibility of more complex rental housing developments for loan and tax credit financing using sound land use, environmental issues, market criteria, and prudent loan underwriting techniques.
2. Coordinate all phases of the Agency’s multifamily application review process in a timely, complete and accurate manner.
3. Act as Liaison between PHFA’s multifamily divisions and rental housing developers being responsible for all necessary follow up with developers throughout the development process to assure compliance with Agency submission requirements and deadlines from application to project completion.
4. Originate correspondence relating to assigned developments and, as required, maintain necessary records, prepare reports and perform related activities (including data entry) in a timely, complete and accurate manner, which may include Carryover Allocation Agreements, Subsidy Layering Reviews, Indenture of Restrictive Covenants and related documents.
5. Be knowledgeable in PHFA rules and regulations related to tax credit, federal, state, and local funding programs.
6. Be responsible for the ongoing maintenance of both the computer and hard copy files for proposals which receive funding.

7. Prepare and deliver written and verbal reports to the PHFA Board in conjunction with requests for Board action, as necessary.
8. Represent PHFA at housing events, meetings and functions.
9. Perform any and all duties as assigned. Additionally, maintaining a physical presence at the office on scheduled in-office workdays is required in order to collaborate more fully with Agency staff.

Job Requirements

1. Bachelor's degree with a preferred degree in accounting, finance or real estate or the equivalent in education and/or experience.
2. Three to five years' experience in affordable multifamily housing field with experience using tax credits or federal, state, or local funding in either the public or private sector of the housing industry.
3. Three to five years' experience in working with local, state and federal government entities.
4. Ability to travel periodically.
5. Participate in educational seminars and classes.
6. Ability to communicate effectively verbally and in writing, including preparing and delivering presentations.
7. Ability to negotiate effectively.
8. Ability to work independently.
9. Experience with Microsoft Office products is required.

10. Travel

None Light Frequent Other:

Working Conditions

Physical Demands: Lifting/Carrying Walking Sitting Standing Other