

Title: Senior Tax Credit Officer

Job Type: Non-Exempt Exempt

Division: Housing Management

Job Grade: 7

Reports to: Manager of Tax Credit Compliance

The Pennsylvania Housing Finance Agency (PHFA) is growing! We have Full-Time position available for a Tax Credit Officer in our Headquarters Office in Harrisburg PA. **PHFA has a Hybrid work environment which consists of a few days in the office and at home during this pandemic**

Job Purpose

Assist the Manager of Tax Credit Compliance and Supervise the Tax Credit Officers. Monitor a limited portfolio of LIHTC projects for compliance with the IRS Section 42 Low Income Housing Tax Credit Code/Regulations.

Essential Functions

1. Process unit set-up information from the Project History Form.
2. Review and analyze annual reports of all Tax Credit projects to determine compliance with the Low Income Housing Tax Credit Program and Pennsylvania Housing Finance Agency rules and regulations.
3. Run activity logs and verify data input.
4. Review and analyze Tenant Income Certifications and supporting documentation for compliance with income and rent limits of the Low Income Housing Tax Credit Program.
5. Review Tenant Data Reports and Compliance Monitoring Reports to identify any compliance issues for the projects.
6. Communicate noncompliance issues with tax credit property owners and with the IRS, using methods required within the IRS Sections 42 Code and related Revenue Procedures, Notices, Rules and Regulations.
7. Review, assist, and respond to requests and correspondence from owners, management agents, and Agency personnel, and the IRS pertaining to Low Income Housing Tax Credit Program.
8. Prepare IRS Form 8823 for processing.
9. Edit all IRS Forms 8823 before submission for signature by the authorized official. *

10. Maintain the Agency's Low Income Housing Tax Credit Program compliance files. *
11. Update the AS400 and Automated Web Entry System.
12. Process Accessibility Worksheets. *
13. Work with Programs Support Associate and IT Staff to generate new LIHTC Income/Rent charts. *
14. Inform the Manager of Tax Credit Compliance of any major compliance issues.
15. Complete special projects as assigned by the Manager of Tax Credit Compliance.
16. Answer written and/or verbal communications regarding the Low Income Housing Tax Credit Program.
17. Maintain up-to-date knowledge of the IRS Section 42 Low Income Housing Tax Credit Program: including Code, Revenue Procedures, Notices, Rules and Regulations.
18. Maintain comprehensive knowledge of Agency policies and procedures.
19. Supervise and Train Tax Credit Clerks, Tax Credit Coordinators, Tax Credit Officers. *
20. Update LIHTC Compliance Manual.
21. Attend conferences, workshops, and meetings on behalf of the Agency.

Job Requirements

Education: B. S. Degree from accredited academic institution.

Experience: Two year's work experience as a Tax Credit Officer or in the field of Low Income Housing Tax Credits.

Knowledge/ Skills:

1. Ability to work independently, Ability to communicate effectively; both verbal and written. Computer literate in Microsoft Office applications, Experience with AS400 is desirable. Must be detail oriented and have strong analytical skills. Ability to multi-task, Ability to work out of the Main Office location in Harrisburg, Pa. (currently under hybrid version of remote working.)

Licenses/ Certifications: LIHTC Certification

Travel

None Light Frequent Other:

Working Conditions

Physical Demands: Lifting/Carrying Walking Sitting Standing Other
Ability to climb a step stool and file from a height of 2 feet off the ground.