

**Title: Tax Credit Officer**

**Job Type:** Non-Exempt  Exempt

**Division: Housing Management**

**Job Grade: 5**

**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**

Monitor 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.
7. Review, assist, and respond to requests and correspondence from owners, management agents, and Agency personnel regarding the Low Income Housing Tax Credit Program.
8. Prepare IRS Form 8823 for processing.
9. Maintain the Agency's Low Income Housing Tax Credit Program compliance files.
10. Update the AS400 and Automated Web Entry System.
11. Inform the Manager of Tax Credit Compliance of any major compliance issues.
12. Complete special projects; as assigned by the Manager of Tax Credit Compliance.

13. Answer written and/or verbal communications regarding the Low Income Housing Tax Credit Program.
14. Maintain up-to-date knowledge of the IRS Section 42 Low Income Housing Tax Credit Program; including Code, Revenue Procedures, Notices, Rules and Regulations.
15. Provide training to Tax Credit Clerk and Tax Credit Coordinator.
16. Attend conferences, workshops, and meetings on behalf of the Agency.

### Job Requirements

**Education:** B. S. Degree from accredited academic institution; or three years work experience as an Assistant Tax Credit Officer or in Low Income Housing Tax Credits.

**Knowledge/ Skills:**

1. Ability to communicate effectively; both verbally and in writing.
2. Computer literate in Microsoft Office applications. Experience with AS400 is desirable.
3. Must be detail oriented and have strong analytical skills.
4. Ability to travel periodically; including overnight and out of state.

### 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.