

Job Description

Job Title:	Tax Credit Processor		
Job Level:	I	FLSA Status:	Exempt
Reports To:	Assistant Director of Housing Development		

GENERAL SUMMARY

Assist with federal Low Income Housing Tax Credit ("LIHTC") Program, including the 9% competitive tax credit allocations and the multifamily tax-exempt bonds (4% tax credit projects). Assist with document production, tracking of projects, and maintenance of reports for the LIHTC program.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

Assist the Tax Credit Program Manager and Tax Credit Program Analyst in all aspects of the LIHTC (9% competitive & 4% non-competitive) and Multifamily Tax-Exempt Bonds, which includes all of the below functions:

- Preparation of the LIHTC application materials and document preparation.
- Tracking and processing LIHTC projects from initial awards, through carryover allocations, to completion of projects to ensure compliance with essential timelines and eligibility for final allocation of tax credits. Ensure tax credit and database software is used and maintained to provide accurate program data at all times.
- Provide underwriting support for the 4% program.
- Prepare IRS form 8609s, Deficiency Correction and Supplemental Information Requests, Reservation letters, Carryover Agreements, Binding Commitments, Land Use Restriction Agreements (LURAs), all of which require attention to detail.
- Prepare and enter, into appropriate underwriting tab, a summary of the market study provided with each LIHTC and/or loan application.
- Prepare LIHTC land use restriction agreement amendments, etc.
- Review and determine completeness of LIHTC and/or loan application materials per checklist. Process and track external funding requests and approvals.
- Prepare and maintain accurate internal and external use reports. Ensure reports are generated regularly and on schedule.
- Attend trainings and read publications to maintain up-to-date knowledge of the LIHTC program and as needed to enhance performing job duties.
- Research and interpret federal, state, and agency guidelines and make independent determinations to respond to inquiries.
- Perform other related duties of a similar nature and level as assigned.
- Employees are required to comply with safety regulations, procedures, and protocols.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma; three years' experience in LIHTC property management, development or commercial/multifamily loan documentation, processing and lending, closing loans, title work and/or related fields. Bachelor's degree may substitute for work experience

Conditions of Employment

- Valid NM Driver's License

KNOWLEDGE, SKILLS, and ABILITIES

- Relate to and interact with a non-traditional and diverse customer and employee population
- Ability to multi-task
- Work independently
- Balance competing requirements and needs of client organizations
- Handle common inquiries or complaints
- Exercise good judgment and focus on detail as required by the job
- Perform mathematical calculations and analyze data
- Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Use (or learn to use) computer software and systems applicable to the position
- Follow oral and written instructions and procedures
- Collect, organize, and interpret data and prepare accurate records
- Compare data from a variety of sources for accuracy and completeness
- Organize large volumes of detailed data and information
- Verify and maintain accuracy of detailed data and information, detect data errors
- Meet schedules and deadlines of the work unit
- Communicate in English effectively orally and in writing
- Maintain well-organized materials, files, systems and tools
- Adapt to changes in work situations and priorities
- Reason/analyze; use logic to identify and resolve problems
- Evaluate, organize, and summarize data and information
- Must be highly attentive to detail and possess the ability to handle multiple tasks and stressful situations with diplomacy

Non-Negotiables

- Provide high level of quality service to external as well as internal customers 100% of the time
- Promote a team environment 100% of the time
- Positive support of management decisions
- Dependable and productive
- Good communication and interpersonal skills
- Show initiative and work independently
- Produce quality work products
- Exhibit adaptability and flexibility

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a standard office or indoor environment. Essential functions are regularly performed without exposure to adverse environmental conditions, however, employees may be exposed to minor inconveniences such as occasional noise, exposure to computer screens, crowded working conditions, and/or minor heating, cooling or ventilation problems.

Employees in the position may be exposed to rude/irate customers, or other individuals.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing the essential functions typically requires exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly.

The work occasionally involves walking, driving, stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling, lifting.

MFA is an Equal Opportunity Employer.

Employee's Signature:	
Date:	
Supervisor's Signature:	
Supervisor's Title:	
Date:	

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