

Recruitment Information:

This posting is for the State of Hawaii, Department of Business Economic, Development & Tourism, Hawaii Housing Finance and Development Corporation.

The position is located on Oahu. Salary commensurate with education and experience.

The State of Hawaii is an Equal Opportunity Employer.

As a condition of employment with the State of Hawaii, each qualified candidate Who has been given a conditional offer of employment must show proof of full COVID-19 vaccination and shall be fully vaccinated by his/her/their employment start date. A reasonable accommodation will be provided if requested by a candidate and it is determined through an interactive process that pregnancy, a qualifying disability, or a sincerely held religious belief prevents the candidate from receiving a COVID-19 vaccination.

Duties Summary

The Finance Branch, which consists of the Single Family and Federal Program Section and the Multi-Family Section, provides the overall administration of the various housing financing programs under the Hawaii Housing Finance Development and Corporation (HHFDC). These various programs include: 1) the Hula Mae Multi-Family Rental Housing Bond Program, 2) the Hula Mae Single Family loan program, 3) the Federal and the State Low Income Housing Tax Credit Programs, 4) the Rental Housing Revolving Fund, 5) the HOME Investment Partnerships Program, 6) the Housing Trust Fund, 7) the Neighborhood Stabilization Program, 8) the Mortgage Credit Certificate Program, and 9) the Rental Assistance Program. These programs finance mortgages and the construction and/or acquisition of rental housing projects.

The Multi-Family Section is responsible for the administration of the Hula Mae Multi-Family Rental Housing Bond Program, the Federal and the State Low Income Housing Tax Credit Programs, the Rental Housing Revolving Fund, and the Rental Assistance Program. Through these programs, the Multi-Family Section provides assistance to individuals and families in obtaining affordable rental units. The Multi-Family Section also provides assistance to developers/owners of rental units to create and/or maintain affordable rental units. The assistance is usually in the form of tax-exempt bonds, tax credits, and rental assistance.

This position is located in the Multi-Family Section and responsible for the day-to-day activities necessary to administer these various programs. This includes conducting financial analyses and working with the developers and owners to rental units to ensure that the financing for their projects is appropriate and justified. The position also assists with securing the financing awarded by HHFDC.

Minimum Qualification Requirements**Knowledge:**

Knowledge of or ability to learn applicable State and Federal tax laws relating to multi-family/rental housing bond financing and program administration; federal rules and regulations relative to federally funding programs; development and construction of multi-family housing; methods and principles used in appraising, buying, selling, and

financing real property; factors affecting property values; and real estate trends. Examples of such programs include but are not limited to the Low-Income Housing Tax Credit Program, the Rental Housing Revolving Fund, and the Rental Assistance Program.

Skill/Abilities:

Must have good oral and written communication skills. Ability to comprehend complex financing structures, analyze program data and derive sound conclusions; interpret and apply state and federal laws and regulations; able to problem solve and work independently.

Proficiency in Word and Excel.

Must be able to develop and maintain a rapport with affordable housing developers and advocates.

Education:

Graduation from an accredited college with a bachelor's degree in accounting, finance, or economics

Experience:

Three (3) years of experience in the field of finance, real estate or housing development. Preferable one (1) year of experience of underwriting in real estate and financing.

How to Apply:

Please submit resumes to hhfdchr@hawaii.gov. If you have any questions regarding this exempt position, please send an email to hhfdchr@hawaii.gov.