

-Vacancy Announcement -

The Housing and Community Development Authority is accepting resumes for a Compliance Auditor in the Real Estate Department.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Katie Dailey at kdailey@spd.IN.gov and Matt Rayburn at mrayburn@ihcda.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 587915 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHEDA's Indianapolis headquarters and applications are being accepted until further notice.

Please see next page for job description.

Title	Compliance Auditor (Type A)	Non-Exempt
Department	Real Estate Development; Compliance and Asset Management Division	
Reports to	Compliance Manager	Date last revised: 9/26/13
Supervises	N/A	
Summary	<p>The Compliance Auditor contributes to fulfilling IHCDA's mission and strategic operational and program goals by ensuring that projects receiving federal and state funds through IHCDA remain in program compliance prior to closeout and throughout the affordability period. The Type A Compliance Auditor focuses primarily on compliance for projects receiving funding through the Home Investment Partnership Act (HOME), Community Development Block Grants (CDBG & CDBG-D), and IHCDA's Affordable Housing and Community Development Trust Fund (DF, formerly TF).</p> <p>Primary responsibilities include monitoring for federal and state program compliance through conducting closeout monitorings, annual owner certification reviews, and tenant file audits. Additionally, the auditor is expected to provide ongoing technical assistance to award recipients and management agents.</p>	
Evaluation of performance	<p>Performance will be evaluated based on:</p> <ul style="list-style-type: none"> • Achieving the key outcomes and demonstrating the knowledge, skills, and abilities as described in this job description; • Meeting all personal SMART goals agreed upon between the Compliance Auditor and the Compliance and Asset Manager for each year; • Meeting all project deadlines, and other quality indicators; • Working effectively and efficiently in a team environment, within the required specifications, policies, and standards as established by IHCDA and its associated governing entities; and • Interacting positively with external partners by demonstrating quality customer service and proactive communication. 	

<p>Key outcomes expected</p>	<p>Monitor HOME, CDBG, and Development Fund awards for program compliance:</p> <ul style="list-style-type: none"> ▪ Perform in-house and onsite closeout monitorings to ensure completion of award conditions. ▪ Monitor completed projects throughout the affordability period by conducting annual owner certification reviews and tenant file audits. ▪ Notify recipients of any noncompliance findings, work to resolve all findings, and provide strategies to avoid future noncompliance findings. <p>Develop, design, and revise compliance forms and manuals for federal and state funded programs, including HOME, CDBG, and Trust Fund:</p> <ul style="list-style-type: none"> ▪ Update the compliance and monitoring portions of the award implementation manuals as needed to ensure that monitoring procedures are current. ▪ Update internal procedure manuals as needed to ensure the monitoring procedures are current. ▪ Work with Compliance Manager and Chief Real Estate Development Officer (CREDO) to create and revise sample compliance forms, annual owner certification forms, and compliance manuals. <p>Incorporate compliance division feedback into the RED allocation process:</p> <ul style="list-style-type: none"> ▪ Provide feedback on organizational capacity of applicants ▪ Provide underwriting division with information on outstanding noncompliance or incomplete closeouts during the 8609 process <p>Respond to all constituent/client questions within twenty-four hours unless out of office. If additional time is needed to find answers, provide follow-up to assure that IHCDA is investigating the issue.</p> <p>Research regulatory and programmatic issues as needed.</p> <p>Represent IHCDA on external committees, conference panels, IHCDA sponsored training events, and at ground breaking/open house events, as assigned by the Compliance Manager or CREDO.</p> <p>Attend trainings and certification courses as assigned by the Compliance Manager or CREDO.</p> <p>Keep DMS updated with changes in project information and contact information.</p> <p>Write compliance related memos and newsletter articles as assigned.</p> <p>Timely and accurately enter required information into the Weekly Tracking Report.</p> <p>Attend and actively participate in all weekly Compliance and Asset Management Division staff meetings, as well as monthly Real Estate Development Department staff meetings.</p>
-------------------------------------	---

<p>Knowledge, Skills and Abilities (KSA)</p>	<p>Demonstrates effective verbal and written communication skills. Able to effectively communicate with a variety of individuals of diverse backgrounds, education, and economic levels.</p> <p>Demonstrates strong presentation skills. Can facilitate both large and small group presentations.</p> <p>Demonstrates customer service orientation.</p> <p>Able to work well in a team environment.</p> <p>Able to think logically and analytically. Proactive in anticipating and alerting others to problems with projects or processes. High detail orientation and accuracy.</p> <p>Takes initiative and needs little supervision. Able to prioritize, organize tasks and time, and follow up. Performs responsibilities efficiently and timely. Able to juggle multiple requests and meet multiple deadlines.</p> <p>Proficient in basic computer skills, including Microsoft Word, Excel, Outlook, Power Point, Internet usage, etc.</p> <p>Proficient in basic mathematics.</p>
<p>Education, experience, degrees, licenses, etc.</p>	<p>Post-secondary education.</p> <p>Preferred 2-3 years experience in affordable housing, specifically compliance or management.</p> <p>Certification in HOME and CDBG compliance, or ability to obtain certifications within first year of position.</p>
<p>Work environment and physical demands</p>	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Employee is required to visit off-site locations across Indiana periodically throughout the year.</p>