



Texas Department of Housing & Community Affairs  
221 E. 11<sup>th</sup> Street, Suite 106  
Austin, TX 78701  
(512) 475-3800  
Internet: [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us)

## Employment Announcement

### Compliance Subrecipient Monitor in the Compliance Division

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| <b>Job Posting Number:</b><br>18-002                     | <b>State Classification:</b><br>Auditor III – IV 1046 / 1048                         |
| <b>Division:</b><br>Compliance                           | <b>Posting Date:</b><br>July 13, 2017  |
| <b>Department:</b><br>Subrecipient Monitoring            | <b>Application Deadline:</b><br>Open Until Closed By Division                        |
| <b>Established Work Hours:</b><br>8:00 A.M. – 5:00 P.M.  | <b>Date Available:</b><br>Earliest start date for this position is September 1, 2017 |
| <b>Starting Salary:</b><br>\$4,000.00 - \$4,583.34 / mo. | <b>Duration:</b><br>Full Time  |
| <b>Number of Openings:</b><br>1                          | <b>Location:</b><br>Austin, Texas  |

#### GENERAL DESCRIPTION

##### **Auditor III (B19)**

Plans and performs moderately complex program, quality control inspection (QCI) and financial monitoring reviews of federal and state programs to determine compliance with applicable federal, state and local laws, rules, regulations and policies. Work involves the examination, investigation and review of records, reports, financial statements and management practices; Performs Department of Energy (DOE) and Low Income Home Energy Audit Program (LIHEAP) single family energy efficiency audits and weatherization inspections; Composes and distributes letters and reports detailing problems, findings and concerns regarding assignments. Analyzes fiscal information, inspection results, program data and reports, and other sources to determine existing or potential areas of risk. May interpret and apply program requirements, legal decisions and departmental rulings. May train, assign and/or supervise the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment and reports directly to the Manager and/or Director of Compliance Subrecipient Monitoring.

##### **Auditor IV (B21)**

Plans and performs highly complex program, quality control inspection (QCI) and financial monitoring reviews of federal and state programs to determine compliance with applicable federal, state and local laws, rules, regulations and policies. Work involves the examination, investigation and review of records, reports, financial statements and management practices; Performs Department of Energy (DOE) and Low Income Home Energy Audit Program (LIHEAP) single family energy efficiency audits and weatherization inspections; Composes and distributes



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letters and reports detailing problems, findings and concerns regarding assignments. Analyzes fiscal information, inspection results, program data and reports, and other sources to determine existing or potential areas of risk. May interpret and apply program requirements, legal decisions and departmental rulings. May train, assign and/or supervise the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment and reports directly to the Manager and/or Director of Compliance Subrecipient Monitoring.

### **SPECIFIC JOB FUNCTIONS**

- Conducts in-depth on-site and desk reviews of assigned contractors to determine compliance with federal and state and program requirements.
- Verifies the allowability and reasonableness of program expenses under all applicable conditions of the grant award.
- Performs procedures to verify accuracy and conformance of subrecipient's accounting records.
- Observes subrecipient's operations and internal control systems to ensure adequacy and compliance with legal regulations.
- Performs quality control (QCI) inspections.
- Responsible for analyzing data determined from reviews, internal reports, and other information submitted to the Department to determine existing or potential areas of financial/program risk.
- Examines records and interviews contractors to ensure recording of transactions and compliance with laws and regulations.
- Provides training and technical assistance to subrecipients and contractors through reviews, workshops, correspondence and telephone contact.
- Prepares and reviews monitoring reports which address findings of non-compliance, required corrective actions and recommendations, and tracks resolution of deficiencies identified for all contracts reviewed.
- Reviews necessary information to resolve noncompliance issues.
- Prepares other reports as necessary, including management reports, monthly summaries and questioned costs reports.
- Assists in developing monitoring objectives to ensure compliance with federal, state and program requirements.
- Assists in developing and evaluating monitoring tools, checklists, programs and objectives. Researches legal, technical or policy issues as needed.
- Assists in developing and improving policy and standard operating procedures. Recommends changes in procedures and presents justification for recommendations
- May perform special reviews.
- Tracks monitoring information on Department databases.
- Must be able to travel as needed, no less than 25%.
- Responsible for implementing and maintaining the Department's Enterprise Risk Management Program and its affect in the Compliance Division, including performing risk assessments of the Compliance Monitoring Section's high impact processes and identifying and communicating controls to mitigate unacceptable risks.
- Performs related work as assigned.



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## MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited four-year college or university with major course work in accounting, business administration, computer or management information systems, or a related field is generally preferred. Experience and education may be substituted for one another
- Experience in quality control inspection, accounting, auditing and data processing.
- Certification as a Quality Control inspector, or eligibility to take and pass the certification exam within one year.

## OTHER FACTORS

### Knowledge, Skills, and Abilities:

- Working knowledge of structural, electrical, plumbing aspects of components is required.
- Ability to maintain and establish line of communication with clients, constituents, and other employees.
- Ability to draft and/or write concise, complete, and accurate reports.
- Ability to learn and retain information necessary to conduct the assigned duties of the position.
- Experience in office and computer technology, Microsoft Word, Windows and Excel.
- Experience in the Manufactured Housing Industry.
- Investigation experience.
- Ability to establish and maintain effective working relations with other employees, public officials, and the general public.

### ENVIRONMENT/PHYSICAL CONDITIONS

- Ability to lift up to 25 pounds.
- Ability to perform physical inspections including: lifting diagnostic equipment, use of a ladder, accessing attics and crawl spaces, etc.

### OTHER:

Military Crosswalk information can be accessed at: [Military Crosswalk](#)

**Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.**

## TO APPLY

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at [www.WorkInTexas.com](http://www.WorkInTexas.com).

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**



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It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

**Resumes will not be accepted in lieu of your online application.**

#### **ADDITIONAL INFORMATION**

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs.

We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement.

The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded.

The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.