



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

Employment Announcement

Compliance Subrecipient Monitor in the Compliance Subrecipient Monitoring Division

Job Posting Number: 19-004	State Classification: Auditor IV/1048
Division: Subrecipient Monitoring	State Pay Grade: B21
Department: Compliance	Posting Date: September 10, 2018
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$ 4,583.34 - \$5,000.00 mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Plans and performs 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 minimal supervision with extensive 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.



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- 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%
- Performs related work as assigned
- Responsible for becoming fully knowledgeable of the Department's Fraud, Waste and Abuse Prevention and Detection Program and it's affect in their individual program areas including performing risk assessment of their program area's significant business processes, and identifying and communicating control processes and steps to mitigate unacceptable risks.

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



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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

OTHER FACTORS

Knowledge, Skills, and Abilities:

- Certification as a Quality Control inspector, or eligibility to take and pass the certification exam within one year
- Knowledge and background in DOE and LIHEAP Weatherization programs.
- Knowledge of accounting methods and systems, business practices; government audit standards and procedures; legal contracts; computer technology principles, and various automated systems
- Knowledge of federal and state housing programs
- Knowledge of OMB Circulars
- Skill in composing clear and concise audit procedures, findings and recommendations
- Skill in the use of computer software programs
- Ability to train and/or supervise the work of others and to lead a monitoring team
- Ability to gather and analyze accurate and relevant audit information, and to communicate audit findings and recommendations effectively
- Ability to process and assimilate large amounts of reading materials; to perform numerical analyses; to interpret statutes and instructions; to evaluate accounting and/or management operations systems for accuracy and legal conformance; and, to accurately complete and assemble audit working papers into a final report format.

PHYSICAL REQUIREMENTS:

- 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



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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.

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.**

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.