



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

### Subrecipient Monitor in the Compliance Subrecipient Monitoring Division

<b>Job Posting Number:</b> 19-020	<b>State Classification:</b> Auditor III/1046
<b>Division:</b> Subrecipient Monitoring	<b>State Pay Grade:</b> B19
<b>Department:</b> Compliance	<b>Posting Date:</b> January 31, 2019
<b>Established Work Hours:</b> 8:00 A.M. – 5:00 P.M.	<b>Application Deadline:</b> Open Until Closed By Division
<b>Starting Salary:</b> \$ 4,583.34 mo.	<b>Duration:</b> Full Time
<b>Number of Openings:</b> 1	<b>Location:</b> Austin, Texas

#### GENERAL DESCRIPTION

Plans and performs complex program 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; Composes and distributes letters and reports detailing problems, findings and concerns regarding assignments. Analyzes fiscal information, 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 participate in the Department's single audit and previous participation process. Works in a team peer review and interaction environment with minimal supervision with extensive latitude for the use of initiative and independent judgment.

#### SPECIFIC JOB FUNCTIONS

- Reviews and interprets Codes of Federal Regulation, Circulars, federal and state legislation applicable to programs and/or grants as assigned, and Texas Administrative Code requirements.
- Performs in-depth and objective on-site or desk reviews of assigned contracts to ascertain compliance with federal or state program requirements.
- Performs reviews of assigned subrecipients financial management system, program operating budgets and monthly financial and performance reports.
- Examines accounting records to verify the allowability and reasonableness of program expenses under all applicable conditions of the contract.



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- Performs procedures to verify accuracy and conformance of subrecipient internal controls and accounting records.
- Performs a review of subrecipient procurement, vendor contract, client and applicable files to verify the accuracy and conformance of program rules and regulations.
- Within 30 days from the date of the review, prepares monitoring reports to identify findings of noncompliance, required corrective actions and recommendations for improvement.
- Prepares other correspondence, as necessary.
- Maintains assigned subrecipient program and monitoring files and ensures master file for Section has copies of all correspondence and reports between the Department and subrecipient.
- Researches legal, technical or policy issues as needed.
- May participate in the Department's single audit and previous participation process.
- Travel of <25% required and some travel may occur in adverse weather conditions.
- Must possess a valid Texas driver's license with an acceptable 3 year driving record.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its effect in the Compliance Division, including performing risk assessments of the Compliance Division's high impact processes and identifying and communicating controls to mitigate unacceptable risks.

**Performs other duties and tasks as assigned**  
**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
- NCRI or ROMA certification preferred
- Experience with CSBG and LIHEAP programs is preferred
- Experience in accounting, auditing and data processing is preferred

**OTHER FACTORS**

**Knowledge, Skills, and Abilities:**

- Knowledge of accounting methods and systems, business practices; government audit standards and procedures; legal contracts; computer technology principles, and various automated systems
- Knowledge of CSBG and LIHEAP programs
- Knowledge of UGMS and 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



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- 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
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**PHYSICAL REQUIREMENTS:**

- Must be able to lift up to 25 lbs.
- Travel of <25% required and some travel may occur in adverse weather conditions.
- Must possess a valid Texas driver's license.

**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.**

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.



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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.