

HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Position Description

Classification: Compliance / Internal Control Specialist

Supervisor: Asset Manager

Salary Grade: _____ **Effective Date:** 07/01/2018

Position Summary:

Performs highly responsible work of varied and complex nature requiring independent judgment and initiative; manages administrative functions to assist the Asset Manager for compliance, internal controls and record keeping activities. Ensures that all properties and departments are in compliance with corporate, local, state and federal regulatory guidelines.

Major Duties and Responsibilities:

1. Conducts required compliance reviews for Low-Income Housing Tax Credit (LIHTC) properties and random compliance audits of tenant files for Public Housing Properties and HACG owned properties.
2. Provides Asset Management duties for HACG Mixed Finance properties according to the Regulatory and Operating Agreements (R&O).
3. Conducts various internal control audits in areas to include, but not limited to, procurement, contract terms compliance and petty cash.
4. Submits 50058 forms to PIC via REAC on-line systems, monitors PIC data integrity compared to HACG internal systems and verifies timely reporting of all annual certifications.
5. Travels to various properties within an assigned geographical area to assist staff with training and program certification management.
6. Assists property managers in compliance with household certification requirements; investigating proper initial move-in qualifications for residential units. Reviews income qualifications documentation for move-ins and transfers (when applicable) for HUD, and LIHTC properties. Requires the use of the Enterprise Income Certification (EIV) System database.
7. Identifies areas needing corrective action plans and documents patterns of errors that may require additional site staff training.

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Required Knowledge and Abilities

1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
2. Knowledge of Low Income Housing Tax Credit (LIHTC) property requirements.
3. Knowledge of business English, spelling, and mathematical skills a must.
4. Knowledge of modern office practices and procedures.
4. Ability to understand and follow written and oral instructions.
5. Ability to present ideas and information in a clear and concise manner, both orally and written.
6. Ability to meet and deal tactfully and courteously with residents and the general public.
7. Ability to establish and maintain effective working relationships with co-workers, the general public, residents, and local, state, and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds.
8. Knowledge of the policies and regulations of the Housing Authority as set forth by HUD.
9. Ability to compose reports and correspondence.
10. Ability to manage time and organize work flow independently.

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Physical Requirements

Must be physically able to operate a variety of office machines including computers, copiers, printers, facsimile machines, telephones, etc. Must be able to move or carry object and materials such as files, computer printouts and reports (up to 25 pounds). Must be available to travel, possibly overnight.

Minimum Education, Training and/or Experience

Graduation from an accredited 2 year college or university and/or four years of experience in administrative support and/or management; or any equivalent combination of education, training, and experience related to property management of a housing authority.

Special Requirements

1. Training and/or experience in LIHTC, and other affordable housing programs. LIHTC certifications preferred.
2. Extensive knowledge of HUD and other affordable housing regulations or credentials.
3. Ability to train staff, make presentations and explain complex programs.
4. Ability to work independently.
5. Excellent verbal and written communication skills.
6. Proficient in Microsoft Office and Excel.
7. Must possess a valid driver's license.
8. Ability to be covered by the Housing Authority's fidelity bond.
9. Must pass a pre-employment drug and alcohol test and criminal background screening.