



1954 E. Houston., Suite 104 / San Antonio, Texas 78202  
(210) 225-0071 □ Fax (210) 225-6976

## POSITION DESCRIPTION

<b>TITLE</b>	Compliance Officer	<b>e-mail resume:</b>	<a href="mailto:jobs@habctx.org">jobs@habctx.org</a>
<b>SUPERVISOR</b>	Executive Director	<b>DEPARTMENT</b>	Operations
<b>REGULAR/TEMP</b>	Regular	<b>FULL/PART</b>	Full-time

### General Summary

The Compliance Officer performs quality control audit and compliance reviews to the HCV and LIHTC Programs, tenant files, policies, and procedures. The audits will measure and ensure compliance of all program documents with financing restrictions, HUD Regulations and the HABC Administrative Plan.

### Job Description and Duties

- Coordinates and conducts agency-wide quality-control reviews, investigations, and program evaluations.
- Performs audit fieldwork that typically involving complex policies and procedures requiring interdisciplinary skills and broad knowledge of the diverse program rules and databases.
- Performs data analysis, runs queries, conducts interviews, reviews documents, reviews standard operating procedures, and reads and evaluates reports.
- Assist department staff with training or training materials, as applicable, in the coordination of the department's quality control activities.
- Develops concise and professional reports for senior management, which summarizes the data, the scope of review, findings/corrective actions, and observations/recommendations.
- Responsible for completing a SEMAP Report for the Housing Choice Voucher Department.
- Develops appropriate corrective actions/recommendations and solicits adequate and timely response to audit findings/observations. Conducts follow-up audits to determine that corrective actions/recommendations have been implemented.
- Develops, and implements best practices for continuous improvement, and possible solutions in response to audit findings, such as drafting standard operating procedures, forms, automated reporting tools, etc.
- Keeps abreast and track all programs changes, HUD mandates and LIHTC requirements.
- Performs other duties and special projects as assigned by supervisor.

### Knowledge, Skills, and Abilities

- Good knowledge of housing programs and regulations.
- Knowledge of local, state and federal regulations and practices related to housing and PHAs.
- Considerable knowledge of HUD and LIHTC regulations, policies, procedures, and calculations.
- Skill in analysis and evaluation of internal controls and management procedures.
- Skills in operation of general office equipment and computer equipment.
- Ability to establish and maintain database information.
- Ability to prioritize work assignments to meet required deadlines.
- Ability to work independently and under pressure.
- Ability to express oneself clearly and concisely both orally and in writing, and to maintain records.
- Bondable

- Valid Texas driver's license

### **Minimum Qualifications**

- Associate Degree in Accounting, Business, Real Estate Management, or a related field, with
- Four (4) years of work experience in HUD Programs and calculations, and
- One (1) year of experience in quality control procedures and audits practices.
- Proficient in Microsoft programs.
- Valid Texas driver's license and be eligible for coverage under the HABC fleet auto insurance.

### **Preferred Qualifications**

- Bachelor's Degree in Accounting, Business, Real Estate Management, or a related field, with
- Four (4) years of progressively work experience in HUD Programs and calculations.
- Housing Choice Voucher Specialist Certification or equivalent.
- Bilingual in English/Spanish.

### **Supervisory Controls**

- The employee has no supervisory responsibilities.
- Routine duties are initiated by the employee without supervisory direction, and instructions to the employee may be general or specific in nature. Problems or situations not covered by instructions are usually referred to the supervisor for resolution.

### **Physical Demands / Work Environment**

- Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eye strain from working with computers and other office equipment.
- Work involves the normal risks and discomforts associated with an office environment, but are usually in an area that is adequately cooled, heated, lighted, and ventilated.
- Position requires the need to sit, stand, bend and/or stretch for extended periods.
- Requires lifting, carrying and/or pushing up to 10 pounds.
- Occasional travel to various work locations in all weather conditions.
- Frequent repetitive hand movement (e.g., typing).

### **Mental and Physical Abilities**

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Position open until filled**

**HABC is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.**