



OPEN RECRUITMENT
Job Announcement
February 6, 2019

Position Title: Compliance Monitor-Tax Credit
Supervisor: Director, Compliance
Classifications: Non-Exempt
Closing Date: Until Filled
Annual Salary: Negotiable

To apply for this position, click [here](#).

SUMMARY:

Under the supervision of the Director Compliance, provides support in monitoring the TDHCA compliance of all tax credit properties managed by QuadCo Management Solutions, Inc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Review Initial Move-In files to determine eligibility for the LIHTC Program offered at the property, sending file corrections and approving files for move in.
- Review final approval files, comparing the information on files to the data in OneSite and CMTS for accuracy after the property employees completed the move-ins.
- Review, send an instruction to property employees to correct the records, and finally approve the files.
- Review of Annual Recertification/Renewal files to determine continued program compliance, compare the data to OneSite and CMTS for accuracy once property employees complete the recertification/renewal process, send an instruction to correct and approve the certifications.
- Assist the Compliance Manager in ensuring that properties are operating in Compliance with all agreements and current LIHTC (TDHCA) program guidelines along with QuadCo's Policies and Procedures.
- Assist to train new employees and continued training when needed.
- Assist in monthly self-audits

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB COMPETENCIES

- Knowledge of property management
- Knowledge of Onesite software
- Knowledge of Microsoft Office products
- Skills in office management
- Skill in effective customer-oriented service techniques
- Skill in effective and efficient communication, both verbal and written.



EDUCATION AND/OR EXPERIENCE:

- High school diploma or GED equivalency
- Two (2) years of Tax Credit Compliance and OR an equivalent combination of education and experience.
- Compliance Certifications, such as TCS, COS, HCCP or related may be required during employment as needed.
- Must have a valid Texas driver's license or be able to obtain one within 30 days of hire
- Must be eligible for coverage by the Authority's fleet auto insurance

TECHNICAL SKILLS:

To perform this job successfully, an individual should have average abilities using computer software such as MS Word, and Outlook, and capable of using internet resources for research and developing reports. Ability to learn other computer software programs as required by assigned tasks.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually quiet.