

BUSINESS PERFORMANCE AND CONTROLS COORDINATOR

The Greensboro Housing Authority (GHA) is comprised of more than 100 housing and business professionals who are dedicated to making GHA stand out as Greensboro's largest provider of affordable housing, while offering the best real estate and property management services in the country. Our team members experience a stimulating and rewarding work environment and are committed to making a difference in our community to produce opportunities for LIFE SUCCESS™.

General Description

Under general supervision, the **Business Performance and Controls Coordinator** oversees and performs internal compliance audits, procurement, coordinates grant reporting, organizes the submission of the agency annual and administrative plans, maintains the agency's reporting on federal systems (including PIC), and provides analysis to the agency's team members for applicable regulatory changes. The Business Performance and Controls Coordinator must exercise independent judgment, initiative and attention to detail in performing the duties of the position. The Business Performance and Controls Coordinator must also exercise tact and courtesy in contacts with federal and local officials, auditors and departmental personnel. This position reports to the Innovation and Business Performance Manager (This is an exempt position under FLSA).

Requirements

Bachelor's degree in accounting, finance, business, law or public administration and 2-3 years of experience in property management, compliance, internal audit, HUD, Low Income Housing Tax Credit Program and other affordable housing funding programs as they relate to finance and regulatory compliance or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Closing Date

Open Until Filled

How To Apply

If you are interested in applying, please email your resume to our Human Resources Coordinator, Savannah Barrett (sbarrett@gha-nc.org), and complete the online application by visiting our website (www.gha-nc.org) and clicking on 'Working for GHA'.

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. We abide by the Drug Free Workplace Act, which includes pre-employment testing. GHA participates in E-Verify. To access E-Verify's Participation Posters visit www.dhs.gov/e-verify and then go to Publications.

