

BUSINESS PERFORMANCE AND CONTROLS COORDINATOR

GENERAL STATEMENT OF JOB

Under general supervision, 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 staff for applicable regulatory changes. Employee must exercise independent judgment, initiative and attention to detail in performing the duties of the position. Employee must also exercise tact and courtesy in contacts with federal and local officials, auditors and departmental personnel. Reports to the Innovation and Business Performance Manager (This is an exempt position under FLSA).

MINIMUM TRAINING AND EXPERIENCE

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

If you are interested in applying, please forward your resume to Tracy Willis, Human Resources, twillis@ga-nc.org, and complete the online application on the GHA website, www.gha-nc.org

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.

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