

## **Director of Internal Audit**

Nashville, TN

**Application deadline is January 15, 2025**

Do you want to work in a diverse, fast-paced, stimulating organization with a valuable mission? Tennessee Housing Development Agency's (THDA) Audit and Budget Committee is seeking an experienced Internal Audit Director.

The mission statement of THDA is "Leading Tennessee Home by creating safe, sound, affordable housing opportunities." THDA's goal is to provide housing assistance to those in need by offering a variety of housing-related programs. To accomplish this mission and goal, THDA engages in an expansive scope of financial activities which are subject to oversight of the internal audit function and audit. These activities include: THDA assists Tennesseans offering mortgages for first-time homebuyers at below conventional market interest rates. At the close of fiscal year 2023, THDA has originated over 135,000 single-family mortgage loans in its 50-year history and serves as the master servicer for all active mortgages it funds. In addition to helping homebuyers, THDA administers Section 8 rental assistance programs, including the tenant-based Housing Choice Voucher program in approximately 70 of Tennessee's 95 counties, as well as the project-based Contract Administration program for approximately 376 contracts throughout all of Tennessee.

THDA also administers grant programs, awarded on a competitive annual cycle, for rehabilitation and new construction of owner-occupied units and small rental projects. THDA is also involved in the development and rehabilitation of multifamily rental housing for low-income families by administering the federal Low-Income Housing Tax Credit, which is a competitive process, and by setting aside a portion of bond authority to be allocated to local issuing authorities for specific multifamily developments.

Bonds issued by THDA and outstanding as of June 30, 2023, were \$2,819,743 (expressed in thousands) During the 2023 fiscal year, THDA issued debt totaling \$300 million, with activity arising from two bond issues. For bonds issued under the Housing Finance Program Bonds, Moody's has assigned THDA's bonds a rating of Aa2. These bonds are not rated by S&P. For bonds issued under the Residential Finance Program Bonds, Moody's has assigned THDA's bonds a rating of Aa1 and S&P has assigned THDA's bonds a rating of AA+.

During fiscal year 2007 through fiscal year 2009, the General Assembly appropriated revenue to THDA for grant programs. Likewise, THDA's board of directors allocated additional THDA funds for grants. These funds established a grant program that was titled by THDA the "Tennessee Housing Trust Fund." The four-level model for funding this grant program includes

state appropriations, THDA funds, private sector investment, and matching funds from local grantees.

The purpose of this grant program is to serve the needs of low and/or very low income, elderly, and special needs Tennesseans.

Highlights of this position's responsibilities are:

- Directly supervises staff comprised of 9 professionals, conducts interviews, makes internal audit hiring recommendations to THDA's Executive Director; is responsible for training employees, assigning and monitoring work, and development and growth of employees and their skill sets through reviews and evaluations, coaching and disciplinary measures for staff when needed. This position also addresses personnel issues in conjunction with appropriate leadership and the Human Resources division.
- Works closely with THDA's Audit and Budget Committee, serving as the primary staff and secretary for the committee.
- Is responsible for planning, organizing and directing all auditing THDA's activities for complex, and diverse programs, as well as fiscal operations. Directs compliance, program, quality control and/or operational audits for THDA. Recommends appropriate action to the Executive Director and the Audit and Budget Committee of the THDA Board of Directors regarding investigations, audits and reviews.
- Facilitates and prepares THDA's annual risk assessment; works with executive leadership and program directors to assess potential operational weaknesses or risks in specific divisions or program areas.
- Directs the coordination of agency audit activity with the Division of State Audit.
- Directs special projects or investigations as requested by the Executive Director or the Audit and Budget Committee of the THDA Board of Directors.
- As well as presenting reports to THDA's Audit and Budget Committee and THDA's Board of Directors.

Experience Requirements are:

- Graduation from an accredited college or university with a Bachelor's, or advanced degree in Accounting.
- Tennessee Certified Public Accountant (CPA) licensed
- Minimum of 5 years of audit experience.
- Four years of management experience.
- Mortgage industry experience preferred.

This position is a hybrid of in-office and the Downtown Nashville THDA office combined with telecommuting after the successful completion of a six (6) month probationary period, the schedule subject to approval of the Chair of the Audit and Budget Committee. The allocation of in-office and telecommute is subject to change at the direction of the Chair of the Audit and Budget Committee. The successful candidate must be a resident of Tennessee and provide sufficient high speed internet connection.

The Audit and Budget Committee has the authority to employ, terminate and establish the salary of the director of internal audit.

In addition, we offer a great culture, retirement options, and an excellent benefits package that includes medical, dental, vision, and life insurance options; disability insurance; flexible benefit pre-tax accounts for medical, dependent care, transportation, and parking; annual leave and sick leave that begin accruing after the first month of employment; and 12 paid holidays per year. We also offer work-life balance opportunities through alternative and flexible work schedules.

**EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER**

**PLEASE VISIT OUR WEBSITE AT [WWW.THDA.ORG/CAREERS](http://WWW.THDA.ORG/CAREERS) TO APPLY**

**APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION**