



## **RENTAL HOUSING PROGRAMS INTEGRITY COORDINATOR**

**APPLICATION DEADLINE IS WEDNESDAY, JULY 9, 2025 AT 11:59PM**

**Division:** Compliance and Asset Management

**Reports to:** Director of Compliance & Asset Management

**Location:** Nashville, TN

**Full-time/Part-time:** Full-Time

**Salary Grade:** M

**Monthly Salary Range Minimum:** \$5,050

**FLSA Classification:** Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

**POSITION SUMMARY:** Performs administrative and technical duties relative to the organization, implementation, and operation of the HOME Ownership, HOME Rehabilitation, HOME-ARP, ESG, WAP, WAP IIJA, LIHEAP, PBCA, 1602, TCAP, HOME Long Term Rental, NHTF, THTF, and LIHTC Program Compliance across the state.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Monitors and analyzes 8823 preparations for compliance with federal regulations and established internal controls for internal accountability and to preserve program integrity.
- Assists the Division Director, Assistant Director, and the Rental Housing Compliance Manager with the review and processing of 8823's to the IRS. Ensures timely submission and tracking of all 8823's submitted to the IRS.
- Develops control systems and policy and procedures manuals.
- Performs file reviews and/or physical reviews as necessary depending on the needs of the division for LIHTC, HOME Long Term Rental, NHTF and other programs as assigned.
- Identifies staff training needs in the areas of compliance for all programs; conducts and coordinates training and development activities for the division, including but not limited to LIHTC, NSPIRE, HOME, and NHTF training to ensure the integrity of our compliance procedures.
- Performs quality assurance and/or quality control for HOME Ownership, HOME Rehabilitation, HOME-ARP, ESG, WAP, WAP IIJ, LIHEAP, PBCA, 1602, THTF, TCAP, 1602, and any other program as assigned to ensure procedural integrity within the division.
- Designs and implements tracking systems for reports and projects using databases and spreadsheets; directs work as assigned.
- Pulls THOMAS and any other utilized software reports to ensure targeted dates are being met for monitoring and yearly agency reporting requirements or collects and reviews data from tracking spreadsheets to ensure same.
- Assists with updating program forms.
- Acts as the primary contact for any complaints relating to the HOME, NHTF, and LIHTC programs within the division. Logs, directs, and closes out all complaints.
- Assists the Director with implementation of new regulatory guidance or updates of any current internal procedures as necessary.

### **MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

**Education and Experience:**

- High School diploma or GED required; Bachelor degree and/or relevant post-high school certification preferred.
- Bachelor's degree in Business/Finance, Public Administration, or Social Sciences preferred.
- Three years of experience in the administration of a state or federally funded housing assistance programs; interpreting, evaluating and implementing housing policy; and/or managing state or federal grants.
- Three years of experience in low-income housing, housing assistance, or similar housing-related activities; four or more years of LIHTC compliance experience is preferred.
- Experience in compliance monitoring associated with the Emergency Solutions Grants, HOME Investment Partnerships, National Housing Trust Fund, Low Income Home Energy Assistance, Weatherization Assistance Programs, LIHTC, and Section 8 Programs is highly preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

**Knowledge, Skills, Abilities, and Competencies:**

- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.
- Working knowledge of Section 42 and the Code of Federal Regulations (CFRs).
- Considerable knowledge of the laws, rules and regulations related to the IRS, HUD, and other relevant housing programs.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Excellent problem solving, analytical, and decision-making skills.
- Excellent training skills.
- Basic math skills.
- Maintains credibility through sincerity, honesty, and discretion.
- Treats people with dignity, respect, and compassion.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively.
- Consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.

**Special Demands:**

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- In-state and occasional out-of-state travel as required by the needs of the division.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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