

Title: CHCI/HUD Programs Coordinator II

Job Type: Non-Exempt Exempt

Division: Counseling

Job Grade: 4

Reports to: Senior Business Development
Officer

Job Purpose

The Program Coordinator II will be responsible for monitoring and ensuring compliance for all aspects of the Counseling Division's program policies and tracking documentation required for submission from the Network Agencies and their counselors. This role must be familiar with HUD and CHCI funding/disbursement requirements as well as requirements for any other program or initiative assigned. The program coordinators process invoices, billing reports and other related work products associated with program initiatives assigned.

Essential Functions

1. Assist in establishing and maintaining positive relationships with lenders, builders, developers, realtors, housing consultants, housing counseling agencies and their local and state professional societies, state and local governments, and statewide education and volunteer professional associations and other industry partners.
2. Review invoices and other related reports associated with the Comprehensive Housing Counseling Initiative (CHCI), HUD Counseling Initiative and any of the program related support initiatives involving the Network.
3. Perform data entry operations as needed involving various Counseling Initiatives.
4. Review and analyze required documents to ensure compliance with counselor procedures and practices.
5. Check all billing information associated with the various counseling initiatives against information entered in the (RxOffice) system by Network Agencies.
6. Identify billing information associated with counseling activities for non-compliance issues.
7. Follow-up with agencies via email to receive corrective actions as required.
8. Conduct target base training via webinar regarding the billing requirements associated with each of the Counseling Initiatives assigned.

9. Verify PHFA Counselor and Agency information on file for compliance eligibility as required for agencies to bill under all Counseling Initiatives.
10. Run various reports in RxOffice and the AS400 as required.
11. Maintain the integrity of the electronic billing files according to establish policies and compliance rules associated with all Initiatives.
12. Assist in the evaluation of existing programs in organizations that have developed their own homebuyer counseling and education curriculum.
13. Work on special assignments as required.
14. Maintaining a physical presence at the office is required to collaborate with team members.

Job Requirements

Education: Associates Degree in Business or combination of work experience

Experience: 2-4 years of accounts payable/receivable and compliance work activities is a plus.

Bilingual a plus.

Knowledge/ Skills:

1. Must possess a high level of interpersonal skills and be able to interact and communicate effectively with individuals of all levels in the Agency and in the public.
2. Basic Data Entry skills
3. Demonstrated ability to write in a clear and concise style.
4. Ability to communicate effectively in oral presentations.
5. Comfortable with math and calculations
6. Attention to detail
7. Fluency in speaking, writing, translating, and interpreting Spanish preferred but not required.
8. Attention to detail
9. Competency to use Microsoft Word and PowerPoint in a Windows environment.

Licenses/ Certifications: n/a