

Interfaith Hospitality Network of Greater Cincinnati
990 Nassau St
Cincinnati, OH 45206

Title: Compliance Coordinator

Position Status: Full-time (40 hours, Monday-Friday)

The organization:

Interfaith Hospitality Network of Greater Cincinnati (IHNGC) has provided shelter and hospitality to homeless families in the Cincinnati area since 1991. As a unique and innovative shelter model with proven success over the years, including implementation of child enrichment and pet programs, IHNGC is proud of its ability to keep the whole family together in times of crisis. In the last five years, IHNGC has expanded its programming significantly to provide on-going housing support to families exiting homelessness. Please see www.ihncincinnati.org for more information.

Position Summary:

IHNGC serves 350+ families, or approximately 1,500 individuals, annually. The Compliance Coordinator provides support for the administrative, financial, and record-keeping aspects of the agency to ensure that programs run smoothly and in concert with each other, as well as in compliance with the government regulations that administer them.

Benefits:

IHNGC offers a competitive benefits package, including medical, dental, vision, life and retirement at start date, autonomy at work, a supportive learning environment, flexibility and opportunities for continued professional development.

Required Qualifications:

1. Bachelor's Degree or equivalent.
2. Background in managing financially-related compliance.
3. Proficiencies in Outlook, Word, Excel, Windows.
4. Desired proficiencies in homeless management information system (Clarity) and QuickBooks.

The ideal candidate will embody:

1. Meticulous attention to detail
2. Ability to work efficiently across many different program requirements
3. High degree of problem solving ability
4. Ability to learn program funding restrictions quickly and thoroughly
5. Excellent written and verbal interpersonal communication skills
6. High degree of initiative
7. Genuine team player
8. Commitment to serving those in need
9. Ability to maintain sense of humor in a high pressure environment
10. Ability to work with a culturally diverse staff and client base

Accountability: Accountable to the Compliance Director

Position Responsibilities:

Financial

- Manage process of collecting information needed to make payments on behalf of clients.
- Review housing documents submitted by case managers and housing coordinator to ensure accuracy, consistency, and compliance with government funding agency requirements.
- Problem-solve with services staff to identify cost-eligible ways to spend funds.

- Participate in review of financial request process and change in concert with Compliance Director, when needed.
- Manage Continuum of Care (CoC) match compliance process, in partnership with Compliance Director.
- Other related financial needs that arise.

Information Management

- Regularly review all required data by case managers (both in Clarity and in paper files) to identify needed corrections.
- Participate in regular review of client file documentation to ensure accuracy and completeness.
- Assist in preparations for yearly program standards evaluation and financial audit.
- Provide service statistics and other report data as required, potentially from multiple databases.
- In conjunction with Compliance Director, keep staff updated with new/changed forms and tools, as they pertain to compliance, across programs.
- Manage file structure on agency server/general shared drive, with oversight from Compliance Director.
- Teach services team and other staff how to effectively utilize server/shared drive.
- Other related data projects and needs that arise.

Communication/Technology

- Trouble-shoot technological problems, in conjunction with Vice President, where needed.

Team

- Assist Compliance Director in developing and maintaining program-specific manuals to ensure consistent operations across programs.
- Attend weekly staff meetings, weekly services team meetings, where necessary, and weekly supervision meetings with compliance team.
- Represent IHNGC at community meetings and related workgroups. Relay relevant changes learned from meetings to team.
- Rotate weekly on-call duties with other staff.
- Assist in monitoring & coverage of Day Center office schedules & client traffic, as needed.
- Participate in the full functioning of IHNGC staff by affirming and assisting the contributions of others.
- Other duties as identified and assigned.

Compensation: salaried position, starting at \$40,000/year

To apply: submit cover letter and resume to: MerryBeth McKee, Vice President, at merrybeth@ihncincinnati.org