



Compliance Coordinator
King County Regional Homelessness Authority

Role Title: Compliance Coordinator

Salary Range: \$85,000 - \$95,000 per year

Location: Seattle, Washington; remote + 10% in the office

Classification: Full-time, Non-Exempt

Benefits: Unlimited vacation, subject to manager approval; 96 hours of paid sick and safe leave annually; 12 official holidays and 2 personal holidays; medical, dental, and vision benefits; pension plan; deferred compensation plan to eligible employees; and life insurance and long-term disability.

ORGANIZATIONAL OVERVIEW

The King County Regional Homelessness Authority (KCRHA) oversees all homelessness-related programming and prevention initiatives in the Seattle/King County region. Authorized via an interlocal agreement between the City of Seattle and King County in 2019, the KCRHA is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the KCRHA is specifically tasked with:

1. Engaging and centering people with lived experience in the development and provision of homelessness services;
2. Focusing on justice-based approaches to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the county.

KCRHA staff are accountable to the Chief Executive Officer and people experiencing homelessness and are held to the processes that customers of the KCRHA (which includes community groups and frontline staff) establish to ensure accountability. The KCRHA is currently in its founding era and seeks dynamic and skilled leaders at all levels.

TEAM OVERVIEW

The Compliance Coordinator is part of the KCRHA's Compliance Team, which is a subdivision of the KCRHA Finance Division. The Compliance Team (the Team) works in close partnership with the Grants Management and Accounting Teams, and the Programs Division to administer grant

funds for the provision of homelessness services, which includes strategy development, procurement, contract implementation, and compliance monitoring. The Team has direct lines of interaction with all offices across the agency. The Team also works closely with the Executive Office to ensure: (a) risk mitigation and overall, KCRHA compliance with applicable laws and regulations for public agencies administering grant funds; and (b) partner agency compliance with funding regulations and program requirements, and alignment with the big-picture strategy and goals of the KCRHA. The current Team structure includes four (4) positions: 1 - Compliance Manager, 2 - Compliance Coordinators, and 1 - Compliance Specialist.

ROLE DESCRIPTION

As a contributing member of the Team, the Compliance Coordinator (Coordinator) supports the agency's mission to provide high-quality, customer-centered services to Seattle/King County community members by assisting with a series of initiatives and programs that support housing and anti-homelessness. The Coordinator will become a subject matter expert on OMB 2 CFR Part 200, COC, ESG, CDBG, ARPA/CLFR, and other local, state, and federal grant regulations and program requirements. The Coordinator will provide specialized content knowledge to internal and external stakeholders to support the design and implementation of compliance-related strategies, internal and external training, compliance scorecards, and other administrative tools and systems. The Coordinator is an individual contributor with highly focused areas of expertise and, under the direction of the Compliance Manager, will work closely with the Grants and Accounting Team, various members of the Program Division, and community partners to contribute that expertise to projects related to (a) Regulatory Grants Compliance and Risk Management; (b) Systems Implementation, Data Tracking & Analysis; and (c) Stakeholder Engagement and Training. The Coordinator may be assigned to lead specific projects that require cross-division project management for diverse stakeholders. Reporting directly to the Compliance Manager, this role has no direct reports.

ACCOUNTABILITIES

Grants Compliance and Risk Management (60%)

- Serve as an internal expert in grants and contract compliance and provide guidance in interpreting and executing applicable regulations and subrecipient award terms and conditions.
- Track and monitor various regulatory and funder requirements to ensure the KCRHA remains compliant with applicable laws and regulations.
- Lead or support specialized project work to ensure subrecipient contracts are compliant with sound business practices, and all applicable federal, state, local, and other regulations for contracted projects.
- Support the development and implementation of subrecipient monitoring plans and guidelines and participate in due diligence and invoice reviews, site visits, audits, and other mechanisms applicable to subrecipient monitoring.
- Develop and prepare internal/external reports and information for the Compliance Manager related to KCRHA internal compliance and subrecipient monitoring.
- Contribute to the development and implementation of compliance tools, metrics, and scorecards to assess and manage risk and inform continuous quality improvement measures related to the administration of grant funds and subrecipient monitoring.

- Maintain team practices and norms related to risk management and recommend actions necessary to resolve issues/concerns, which may include program modifications or funding changes as appropriate.
- As assigned, support development and review of KCRHA organizational policies, standard operating procedures, program guidelines, and training materials to ensure compliance with best business practices, funder guidelines, and all applicable federal, state, and local laws and regulations.

System Implementation, Data Tracking & Analysis (30%)

- Support development and maintenance of compliance progress tracking tools to ensure provider compliance with applicable laws, regulations, and the KCRHA's organizational needs and objectives.
- Lead or contribute to the development of internal systems and data integration efforts related to grants management tracking and subrecipient monitoring to ensure KCRHA compliance with all local, state, and federal laws and regulations.
- Develop and prepare reports for the Compliance Manager on contract compliance, monitoring activities, and other data metrics as requested.

Stakeholder Engagement and Training (10%)

- Engage relevant stakeholder groups to drive continuous quality improvement efforts for projects of oversight.
- Attend relevant meetings with community-based organizations, other government agencies, and partners as assigned to support informed design, resource building, and resource sharing.
- Actively build relationships with cross-sector innovators to support KCRHA innovation within workstreams of oversight.
- Support development of and conduct internal/external stakeholder training in core practices in grants and contract management, regulatory requirements, and subrecipient monitoring as assigned by the Compliance Manager.

MINIMUM REQUIREMENTS

- Fluency in equity and racial justice concepts and language, possess an understanding of their privilege and power and can bring equity impact analysis to life in the context of their tasks.
- 5 - 7 years of experience in grants management and contract compliance in a government, non-profit, or a related field, including reviewing contract terms and local, state, and federal regulations to determine compliance.
- 3 - 5 years of experience supporting the design and implementation of data-driven continuous quality improvement processes.
- 3 - 5 years of experience developing and conducting regulatory training for diverse stakeholders.
- Experience conducting online research and tracking regulatory changes to inform internal policies, procedures, and guidelines.
- A solid foundation in internal and external audit processes, including knowledge of methodologies, audit deliverables, audit reports, and financial and program controls.

- Basic understanding of accounts payable, and accounts receivable, including the ability to understand and review invoices, receipts, P&L reports, general ledger reports, and other financial reports.
- Exceptional planning and prioritization skills to manage a diverse workload and deadline-sensitive projects with timeliness and accuracy.
- Superior written and oral communication skills.
- Proficiency in using technology and data, including Microsoft Office Suite
- BA/BS in business, law, public administration, or a related field preferred.
- A paralegal certificate is a plus.

ADDITIONAL REQUIREMENTS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to travel up to 10%, in-state and out-of-state.
- Ability to work onsite as needed.
- Must be able to read complex information using a computer for long periods.
- Must be able to communicate using a cell phone and/or other communications technology.
- Must have the ability to work in and across several communication platforms, including social networks and cloud-based systems.

EEO STATEMENT

The KCRHA is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on race, creed, religion, color, national origin, age, alienage or citizenship status, ancestry, nationality, national origin, marital or domestic partnership or civil union status, familial status, sex, pregnancy, gender identity, or any other characteristic protected by federal, state or local law. In addition, the KCRHA will provide reasonable accommodation for qualified individuals with disabilities.