

# WASHOE AFFORDABLE HOUSING CORPORATION

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## COMPLIANCE AUDITOR

Reports to: Contract Administrator

Exempt/Grade: Non-Exempt/Grade 10

### SUMMARY

Under general supervision and according to the requirements of the program contract, the Compliance Auditor monitors compliance with project-based Section 8 statutes, regulations and rules for an assigned portfolio of federally assisted housing complexes throughout the state of Nevada.

### EXAMPLES OF TASKS & ESSENTIAL DUTIES

- Schedules and performs management and occupancy reviews in accordance with HUD and internal procedures at assigned complexes.
- Prepares reports of management and occupancy reviews, citing any findings and recommendations required to achieve compliance with federal regulations.
- Follows up to verify that owners/agents have taken appropriate actions and recommends sanctions if owner/agent fails to comply.
- Receive, process, reconcile and submit monthly housing assistance payment voucher for assigned projects. Identifies voucher discrepancies that result in postponement of payments and releases payments for units in which discrepancies have been resolved.
- Analyzes various materials submitted by owners/agents and recommends appropriate action by agency.
- Create spreadsheets as needed to organize, display and summarize data.
- Notifies owners/agents of resident inquiries and complaints. Investigates, as necessary to resolve issue(s).
- Follows up on physical inspections of assigned complexes, notifies owners/agents of health and safety violations, and monitors timely correction of all deficiencies.
- Compiles and inputs data required for measurement of performance standards, reports, and internal tracking.
- Prepares program-related communications. Including HAP memos, provide word processing support, maintain files.
- Reviews Homeless Prevention applications, and processes as needed.
- Reviews and revises internal policies and procedures as necessary.
- Performs other related duties as assigned.

an equivalent amount of training in business-related subjects.

- Two (2) years' experience in financial or program auditing, program compliance, administering/monitoring grant-funded programs, Section 8 eligibility certification, or a related field.
- Experience working with federal, state, and/or local affordable housing programs is desirable but not required.
- Or an equivalent combination of education, training and experience which provides the knowledge and abilities necessary to perform the work as determined by Human Resources.

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the principles of financial administration or grant funding, including recordkeeping and auditing.
- Knowledge of office administrative procedures, systems, and equipment.
- Ability to understand, interpret and apply government rules, regulations, procedures, directives, policies, and procedures.
- Ability to conduct inspections of housing complexes and accurately determine suitability for occupancy, and compliance with federal requirements.
- Ability to plan, organize and execute simultaneous work assignments relating to multiple housing complexes to meet established time requirements.
- Ability to establish and maintain effective working relationships with owners, managers, residents, government personnel, and to work in a team environment.
- Ability to effectively communicate verbally and in writing.
- Ability to travel and drive a vehicle to different sites and locations as required to perform job requirements, requiring a valid Nevada Driver's License in good standing.
- Proficiency in computer programs such as Word, Excel, Outlook, or similar software applications.

### MINIMUM QUALIFICATIONS

- High School diploma or equivalent, with completion of some college- level courses, certification programs or

### **WORK ENVIRONMENT & PHYSICAL DEMANDS**

- Mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work indoors in an office setting with the need to meet strict deadlines, regularly operate standard office equipment including computers, printers, telephones, and copiers.
- Stamina to sit for extended periods of time; vision to read printed materials; hearing and speech to communicate in person or over the telephone.
- Occasional standing, walking, bending, stooping, kneeling, reaching, pushing, and pulling to retrieve and file information.
- Lift, carry, push, and pull materials and objects up to 25 pounds.

### **ADDITIONAL REQUIREMENTS**

- Valid Nevada Driver's License at time of appointment with an acceptable driving record throughout employment is required.
- Obtain and maintain certifications, licensure or credentials that relate to the position as directed by the Authority, including certification in housing management and/or occupancy within six months of hire.
- Provide a copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of offer.