

WASHOE AFFORDABLE HOUSING CORPORATION

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Announces an Open Competitive Recruitment for **COMPLIANCE AUDITOR**

THE POSITION

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.

THE JOB DESCRIPTION IS ATTACHED TO THIS ANNOUNCEMENT

WHAT WE DO

We assist applicants and tenants of HUD Project Based Section 8 properties by ensuring that their applications and their tenancies are administered and provided in accordance with HUD requirements. In addition, WAHC created and administers a Homeless Prevention Program to prevent homelessness arising from emergencies that temporarily jeopardize a family or individual's ability to pay rent or utilities and to provide relocation assistance to individuals or families whose rent has become unaffordable.

WHY APPLY?

WAHC is committed to developing a team that embraces our mission and core values throughout our local community. We invest substantially in professional growth and development and are focused on exemplifying our underlying values of integrity, trust, leadership, progress and customer service. We offer competitive salaries based on skills and experience, an exceptional benefits package, a robust retirement plan, and ample opportunities for growth. Our benefits package includes:

- ◆ 100% employer paid health, dental & vision life insurance
- ◆ Excellent vacation & sick leave accrual program
- ◆ Thirteen (13) paid Holidays each year
- ◆ 100% employer paid retirement contribution
- ◆ Employer paid life insurance and AD&D
- ◆ Positive, friendly work environment focused on balancing work and home life

SALARY PAY RANGE

- ⇒ Starting pay \$24.59/per hour
- ⇒ Merit increases to \$36.33/per hour
- * This position has been approved to receive a COLA increase in July 2022 & July 2023 .

CONDITIONS OF EMPLOYMENT

This is a full-time, non-exempt position. WAHC is committed to ensuring a safe, productive and positive work environment through a Drug and Alcohol-Free Workplace. Selected candidates will need to complete a pre-employment drug screen and background checks including a criminal history check.

TO BE CONSIDERED

If interested and meet the minimum qualifications for this position you are encouraged to obtain an application at www.wahc.info. If reasonable accommodation is required, please contact the Human Resource Director at HR@renoha.org

Please submit a complete application on or before the close date to HR@renoha.org. While you may include a resume, the WAHC cannot accept resumes in lieu of a completed application.

EQUAL OPPORTUNITY EMPLOYER

The Washoe Affordable Housing Corporation is an equal opportunity employer committed to the principles of Equal Employment Opportunity (EEO) in accordance with applicable Federal and State law, and Executive Orders. Our policies prohibit unlawful discrimination based on race, color, creed, gender, religion, marital status, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by Federal, State, or local laws.

CLOSE DATE: Open until filled

This recruitment may close at any time based on applications received. Qualified applicants are encouraged to apply as soon as possible.