

INTERNAL POSTING

Compliance Officer ***BROCKTON HOUSING AUTHORITY***

The Brockton Housing Authority, a nationally recognized and award winning public housing authority, located in Brockton, Massachusetts is presently accepting applications for the position of **Compliance Officer**.

A resume and cover letter must be mailed, emailed or hand delivered to the Director of Human Resources, Brockton Housing Authority, 45 Goddard Road, Brockton, MA 02301, tomp@brocktonha.com. The position will remain open until filled.

Nature of Work: The role of the Compliance Officer is to ensure that the Authority complies with the applicable Federal, State, and local statutes, regulations and rules, by providing quality control and internal audit functions. The position also reviews Authority policies and procedures for legal compliance and ensures that the Authority abides by those policies.

Basic Qualifications: Bachelor's Degree, from an accredited college, in Business Administration, Finance, Public Administration or a closely related field; Must be organized, deadline-oriented, and accurate; Ability to work under pressure while keeping equilibrium and demonstrating patience and control; Demonstrated knowledge of personal computer and Microsoft applications including word processing, database, spreadsheet applications, email, Internet, etc.; Ability to interpret a variety of regulatory and related technical instructions; Ability to solve practical problems and to interpret a variety of instructions furnished in written, oral, diagrammatic, matrix, or schedule form.

A full job description can be found at www.BrocktonHousingAuthority.com.

Annual Salary: \$70,000 per annum, together with an excellent benefits package, including health, dental, vision, life insurance & pension plan.

The Brockton Housing Authority is an Equal Opportunity Employer