

## **BROCKTON HOUSING AUTHORITY**

**Compliance Officer**

**Rate of Pay: \$70,000**

**Location: Administrative Offices**

**Hours Per Week: 35.**

**General Statement of Duties** 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.

**Supervised by: Executive Director**

### **Responsibilities:**

1. Conduct internal audit and quality control activities for all BHA programs and provides results to the Executive Director and Department heads.
2. Monitor and assist in implementation of Moving to Work (MTW) activities and provide the Executive Director with a summary of the results of such activities.
3. Review BHA Policies for compliance with Federal and State law, regulations, and guidance and recommend amendments to the same
4. Assist in the implementation of new programs and regulations.
5. Identify the need for training and making a recommendations to the Executive Director.
6. Prepares monthly and quarterly reports summarizing performance status of various departments.
7. Maintains Property, Casualty, Vehicle and Workman Compensation insurance files to ensure proper coverage and timely renewal.
8. Audits and updates Authority's web site as appropriate to ensure compliance with state, federal and local posting requirements.
9. Monitors federal and state regulatory changes including specifically HUD and DHCD requirements for their programs and grants as well as independent audit requirements and provides recommendations to the Executive Director.
10. Ensures all "paper postings" required by Federal and State statutes and regulations are up to date, compliant, and posted.
11. Attends meetings as a representative of the Executive Director.

12. Reviews Board meetings minutes on a monthly basis and updates policies such as the Authority's ACOP and Section 8 Administrative plans as directed by the actions of the Board.
13. Assists Executive Director in the assigned duties with other entities with which the Authority has entered into Management agreements.
14. Reviews all notices issued by funding agencies and prepares summaries for the Executive Director that include actions items the Authority must take.
15. Attends meetings and appropriate job trainings as required or assigned by supervisor.
16. Performs duties consistent with agency/program policies and procedures.
17. Executes duties to reflect reasonable safety standards. Universal precautions must be utilized and training obtained in areas that constitute risk.
18. Perform other work-related duties as required or as assigned by supervisor/designee.

**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 listen, empathize, and work well with others.
- Ability to express oneself clearly and concisely both orally and in writing.
- Ability to apply principles of analytical thinking to define problems, collect data, establish essential facts, and draw conclusions.
- 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.

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Thomas G. Thibeault, Executive Director

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

*Date: 10-18-2023*