

Northern Cheyenne Tribal Housing Authority JOB ANNOUNCEMENT

Job Title: Compliance Officer

Department: Administration
Classification: Full time - Permanent
Supervision: Executive Director

Opening Date: January 30, 2023
Closing Date: February 28, 2023
Salary: DOE

[Job applications are available at the front desk of the Northern Cheyenne Tribal Housing Authority \(NCTHA\) Office.](#)

To apply for this position the following documentation is listed below.
(Please note late, faxed or incomplete application will not be considered.)

1. NCT Housing Authority Job Application.
2. A Resume of qualifications.
3. Tribal Enrollment Card or Certified Indian Blood Certificate.
4. Copy of current Driver's license.
5. Current Driving Record - a form is included in the NCTHA application packet with instruction on how to obtain your current driving record. All applicants must obtain their driving record.
6. A signed Drug and Alcohol Screening Consent form.

Primary Duties:

1. Under the general supervision of the Executive Director, serves as the main contact for compliance issues regarding the Mutual Help, Low Rent, Tax-Credit and Homeownership programs. Works with the Finance department in areas of compliance which includes: Travel policy, employee loans and other policies.
2. Works closely with public and residents of affordable housing to answer questions and concerns regarding compliance issues and other areas related to Housing policies.
3. Services delinquent accounts and works with residents and other individuals to bring their accounts current, either in full, or by preparing and executing a payment/payback agreement.
4. Administers and maintains the NCTHA's Tenant Accounts Receivable System and insures compliance with the adopted Eligibility, Admissions, & Occupancy Policy along with other applicable policies.

5. Review all Tenants accounts monthly to insure payments are received by the 10th of every month.
6. Assists with the coordination of preparing and distributing monthly statements to the Mutual Help, Low Rent, Tax-Credit and Homeownership participants.
7. Researches various problems and/or discrepancies with Mutual Help, Low Rent, Tax-Credit and Homeownership participants.
8. Prepares various reports as requested by Executive Director, Finance division Officer and Occupancy department.
9. Works closely with the Housing Division Manager, Resident Services Counselors, Tax-Credit Coordinator and Homeownership Coordinator to review and update Mutual Help, Low Rent, and Home Ownership participant files to insure compliance.
10. Responsible for organizing and coordinating the conveyance of homes to homebuyers who have met the obligations described in their respective Mutual Help and Occupancy Agreement. This responsibility will be the primary duty of this position until all of the homes eligible for conveyance are conveyed to the homeowners. Will update the annual FCAS form with the Housing Division Manager to insure that all Mutual Help units that have been conveyed and are accurately reported
11. Assists with the administration and enforcement of all NCTHA's Policies and Procedures.
12. Composes and hand delivers Court Orders, Delinquent Rent, Breach, and Termination notices accordingly.
13. Works closely with the Housing Division Manager, Resident Services Counselors, Tax-Credit Coordinator and Homeownership Coordinator to recertify and calculate required monthly rent for Mutual Help and Low Rent participants in accordance with the NCTHA's adopted policies.
14. Works in cooperation with the Resident Services Counselors and Homebuyer Coordinator in assisting residents and applicants with training and education.
15. Initiates and follows up on various legal actions against residents who are not in compliance with their dwelling leases or homebuyer agreements.
16. Works with the NCTHA Attorney and appears in court as necessary to represent NCTHA regarding evictions, terminations, etc.
17. Participates as a team member of the Housing Division and Finance Division by attending and participating in various meetings and training sessions.
18. Will keep the Executive Director and Housing Division Manager updated on any and all non-compliance issues that are revealed with regards to the described duties.
19. Will act as NCTHA coordinator of NAHASDA mandated Self-Monitoring and will initiate department and staff training as to the components included in required self-monitoring.

20. Will coordinate activities outlined in the NCTHA Self-Monitoring policy and serve as the lead agent in fulfilling requirements of the Policy. Will apprise the Executive Director and Board of Commissioners concerning activities required by the Policy and will report the outcomes and required actions.

Knowledge, Skills and Abilities:

1. Ability to follow up on required actions and to initiate action.
2. Must have knowledge to establish and maintain a filing system.
3. Must prepare reports, spread sheets and meeting records and submit them as required.
4. Ability to receive and give detailed instruction through verbal and written communication.
5. Ability to perform duties in a timely and efficient manner.
6. Must understand the NCTHA organizational chart.
7. Ability to relate and communicate with people and be a team player.
8. Must have ability to comprehend and administer complex program requirements.
9. Skill in personal computer/software, including Microsoft Office applications.
10. Skill in using office equipment, including multi-line telephone system, copier, laser printer, and IO-key calculator.
11. Knowledge of basic accounting skills including the ability to read and analyze various personal financial statements provided by residents or applicants.
12. Ability to keep information confidential.
13. Ability to work independently with a high degree of accuracy and attention to detail with frequent interruptions and constantly changing deadlines and priorities.
14. Ability to read, interpret and apply complex laws, regulations and procedures.
15. Ability to communicate effectively both verbally and in writing with the public and other employees with courtesy, tact and good judgment.

Minimum Qualifications:

1. College graduate preferred. Must have at least two (2) years of experience in the Occupancy field.
2. Must have a High School Diploma or G.E.D equivalency. A combination of years of experience from current and different jobs will be considered in lieu of a High School Diploma, G.E.D. and College Degree.

- 3. Must have excellent mathematical and analytical skills.
- 4. Experience in customer relations and communicating one-on-one with people.
- 5. Possess a valid Montana Driver's license.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. However, they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

This is a Non-exempt position - Under Section 13(a) of the Fair Labor Standards Act an employee performing the duties of this position is entitled to overtime compensation and must be paid for all time worked in excess of 40 hours in one week (hours and work week established by NCTHA policy).

Questions or concerns can be directed to Rodney Trahan, NCTHA Executive Director, at 477-6419.

Rodney Trahan, Executive Director
Northern Cheyenne Tribal Housing Authority

Date