

Compliance Officer

The Cheboygan Housing Commission (CHC) is looking for a part-time Compliance Officer (CO) who is detail oriented to join our team. CHC will provide the training and professional development needed to the right applicant to ensure their success in this position. The Compliance Officer will be responsible for ensuring that all housing programs and projects comply with the regulations and guidelines set forth by the U.S. Department of Housing and Urban Development (HUD). This position involves conducting audits, preparing reports, and maintaining records to ensure ongoing compliance with HUD requirements. The CO will review tenant files and income certifications for accuracy and completeness, monitor property management practices to ensure fair housing practices, compliance with lease agreements, coordinate with property managers and staff to address compliance issues, implement corrective actions, prepare and submit reports to HUD and other regulatory agencies, and any other duties as required by the CHC. Previous experience in affordable housing programs or property management is preferred.

At the Cheboygan Housing Commission, we believe that teamwork and success are built on a foundation of diversity and equality. In compliance with the law, we are committed to providing equal employment opportunities for all applicants and employees and maintaining a work environment free of unlawful discrimination. Please submit a completed application to danielle.brach@cheboyganhousing.org or to chris@cheboyganhousing.org. The Housing Authority's webpage has some technical issues at the moment so the job applications are available on the City of Cheboygan's webpage www.cheboygan.org. The application period is open until filled.