



**Position:** HCV Compliance Auditor

**Location:** Renton, Washington

**Employment Type:** Full time/ In person/ 8:00 a.m. to 4:30 p.m.

**Hourly Range:** 38.64/hr. – \$48.07/hr.

**Application Deadline:** Open until filled. First review of applications will be on July 07, 2026.

### **About Us**

Renton Housing Authority provides, with excellence, quality affordable housing in a safe environment for people in Renton. We are part of a diverse and wonderful community striving each day to render excellent and caring service to all who share the community with us. Our dedication is also to our employees. We believe in creating a culture that is supportive with opportunities for growth and development and a chance to make a meaningful impact. Join us, as we make a difference for people who make Renton their home.

### **Position Summary:**

RHA serves up to 1,200 participants in its Housing Choice Voucher, Project Based Voucher, and Portability Voucher programs.

The Housing Authority is seeking a Compliance Auditor to provide quality assurance and audit support for program operations and ensure adherence to HUD regulations. This role is responsible for reviewing tenant files, recertifications, HQS inspection records, and related documentation for accuracy, completeness, and consistency.

This position does not carry a caseload and serves as a quality control function. The Compliance Auditor identifies discrepancies, documents findings, and recommends corrective actions to improve program performance and reduce audit risk. The role supports leadership in maintaining audit readiness and strong SEMAP performance outcomes; however, it does not independently administer, audit, or certify SEMAP indicators.

## **Key Responsibilities:**

### **Quality Control & File Auditing**

- Conduct audits of move-in, interim, and annual recertification files to ensure accuracy, completeness, and compliance with HUD regulations.
- Review HQS inspection records and rent reasonableness determinations.
- Identify discrepancies, documentation errors, and process inconsistencies.
- Document findings, including root causes, and recommend corrective actions.
- Track follow-up actions and support timely resolution of identified issues.

### **Regulatory Compliance & Reporting**

- Stay current on HUD regulations, PIH notices, and Washington State housing program requirements.
- Prepare compliance summaries and quality control reports for leadership review.
- Assist in developing periodic reporting that highlights error rates, trends, and improvement areas.
- Support audit readiness activities, including preparation for HUD reviews and external audits.

### **SEMAP Support**

- Support SEMAP compliance efforts by reviewing files and documentation aligned with SEMAP indicators.
- Identify deficiencies that may impact SEMAP scoring and communicate findings to leadership.
- Provide data and audit results to support SEMAP preparation and reporting.
- Assist in ensuring documentation is complete and audit-ready in advance of HUD reviews.
- This position does not independently audit, certify, or submit SEMAP indicators.

### **Program Integrity**

- Support Enterprise Income Verification (EIV) review processes and assist in resolving discrepancies.
- Identify potential compliance risks and elevate concerns appropriately.
- Contribute to strengthening internal procedures and consistency in program administration.

## Training & Technical Support

- Provide feedback to staff based on audit findings to improve file quality and compliance.
- Assist with training related to common errors and regulatory requirements.
- Serve as a resource for staff regarding documentation standards, policy clarification, and compliance expectations.

## Education and Experience

- Associate Degree and four (4) years of experience in LIHTC and HCV program compliance; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work effectively.
- Candidates are expected to obtain HCV Specialist certification from Nan McKay within the first year of employment. RHA provides support and study resources to help employees succeed in obtaining this certification.
- Must be bondable and insurable.
- Possession of a valid WA motor vehicle operator's license is required.
- Proficiency in SACS (Scotts Accounting and Computer Software) would be an asset, but is not required. Use of housing software for data entry, file management, and reporting functions.
- Proficiency in Microsoft Office Suite, including Excel for data tracking and analysis and Word for correspondence and documentation.
- Knowledge of HUD/PHA regulations, auditing methods, and applicable federal, state, and local housing laws and codes.
- Strong mathematical, analytical, and problem-solving skills with the ability to exercise sound judgment based on accurate and timely analysis.
- Professional written and verbal communication skills.

## Core Competencies

- **Attention to Detail:** Precise and accurate in file review, documentation, and audit work; catches discrepancies others may overlook.
- **Organization:** Manages multiple compliance deadlines simultaneously — recertifications, inspections, reporting — while keeping files complete and audit-ready.
- **Problem-Solving:** Identifies root causes of compliance gaps, researches regulatory questions independently, and recommends practical corrective actions.
- **Effective Communication:** Conveys regulatory requirements clearly; handles sensitive conversations professionally; writes notices and reports with clarity.
- **Confidentiality:** Maintains the highest standards of discretion in all interactions involving participant and program data.
- **Integrity and Ethical Standards:** Upholds ethical standards in all dealings, particularly in program integrity review and fraud detection work.

## **Benefits**

We offer a competitive salary and a robust benefits package designed to support you both professionally and personally. Employees enjoy comprehensive medical, dental, and vision coverage, along with participation in a pension plan that invests in your long-term financial future.

From day one, you'll start accruing annual sick leave and receive 12 paid holidays plus one personal floating holiday, giving you the flexibility and time you need to recharge. We believe in balance and want to ensure you look forward to coming to work on Monday mornings!

You'll also have peace of mind with life insurance and accidental death and dismemberment (AD&D) coverage, and our confidential Employee Assistance Program (EAP) provides support and resources whenever life throws you a curveball. RHA also provides educational reimbursement for additional courses approved by the CEO, giving you the opportunity to continue developing your skillset and educational background — because we believe investing in your growth is investing in our community. Best of all, you'll be part of a collaborative, high energy workplace with a hands-on, supportive leadership team that values your ideas, encourages growth, and celebrates success. Renton Housing Authority — where purpose meets partnership, and people enjoy the work they do together.

## **How to Apply**

Interested applicants must submit a completed [Renton Housing Authority Employment Application](#), along with a detailed résumé and cover letter to [rbc@rentonhousing.org](mailto:rbc@rentonhousing.org). All application materials must be submitted in order to be considered.

## **Equal Opportunity Employer**

Renton Housing Authority is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation and gender identity), national origin, age, disability, veteran status, or any other status protected by federal, state, or local law.