

AUDITOR 2

Salary Range: \$45,000 - \$50,000

Salary commensurate with experience and qualifications.

ARIZONA DEPARTMENT OF HOUSING

HOUSING IS THE FOUNDATION FOR SUCCESS. WE LEAD AND COLLABORATE WITH OUR COMMUNITY PARTNERS TO CREATE, PRESERVE AND INVEST IN AFFORDABLE HOUSING. WE PROTECT HOUSING CONSUMERS AND REVITALIZE COMMUNITIES TO MAKE ARIZONA THE BEST PLACE TO LIVE.

Visit our website at www.housing.az.gov

All Arizona State employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress. Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results. State employees are highly engaged, collaborative and embrace a culture of public service.

ABOUT THE AGENCY

The Arizona Department of Housing was established in 2002 to provide housing and community revitalization to benefit the people of Arizona. The agency provides funding to aid in building stronger communities, with most funding geared toward lower income households and neighborhoods. With the exception of mortgage foreclosure avoidance assistance, first-time homebuyer assistance, and the Section 8 program in Yavapai County – in which the agency offers assistance directly to the public, the majority of the resources of the agency are passed through in the form of loans, grants, tax credits, mortgage or bond financing, and other subsidies, to its Housing Partners, which are local and tribal governments, public housing authorities, for-profit and non-profit housing developers, and other organizations engaged in providing affordable housing and other community-related services. With this type of mandate comes enormous responsibility in the area of contract and project management, monitoring, and regulation enforcement.

JOB SUMMARY

Under the supervision of the Manufactured Housing & Building Compliance Administrator, this position will perform audits of licensed dealer's sales record of substantial complexity. Analysis will include inspecting and reviewing sales contracts, invoices, receipts, settlement statements, deposit receipts, lender documents, ledgers, client journals and financial records of trust and escrow accounts to ensure licensee complies with applicable statutes, rules and procedures and to determine evidence of consummation. This position will prepare monthly summary reports and maintain all audit records in electronic format as required by the Department's retention schedule. This position will compose comprehensive audit reports to the licensee documenting the audit findings, including any violations found. Violations will need to include the statutory basis for the violation and clearly document the corrective actions needed to correct the violation. This position performs administrative tasks including, but not limited to, planning and organizing a schedule of dealer audits to be performed monthly, telephone calls, email and other communications in support of scheduling audits, performing audits and administrative orders. This position may author administrative actions if audit violations warrant such action and may require testimony in an administrative hearing and will be responsible to assist in the preparation for the administrative hearing. Other duties as assigned.

This position is available for remote work within Arizona (including in office hoteling), as well as a flexible schedule.

QUALIFICATIONS

Extensive knowledge of federal regulations related to manufactured housing; Arizona statutes and rules; accounting and auditing principles; financial requirements as they relate to the manufactured housing industry; working knowledge of the New Dealer Handbook for manufactured housing; and investigative procedures. Other skills required include: strong written and verbal communication; business mathematical calculations; computer software – Word, Excel, and Google Workspace, etc.; planning and organizing schedules; establish and maintain effective working relationships with individuals and representatives of diverse regulatory agencies; good interpersonal skills; and organization and time management. Other abilities include: read and understand federal and state regulations; communicate clearly and concisely; possess diplomacy and excellent customer service skills; and prepare written reports and testify at administrative hearings.

BENEFITS

The State of Arizona provides an excellent comprehensive benefits package including:

- Sick Leave
- Vacation with 10 paid holidays per year
- Health and Dental Insurance
- Retirement Plan
- Life insurance and long-term disability insurance

Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance.

By providing the option of a remote work schedule, employees enjoy improved work/life balance, report higher job satisfaction, and are more productive.

RETIREMENT

Participation in the Arizona State Retirement System (ASRS) is required. New hires may be subject to a 27 week waiting period for enrollment.

HOW TO APPLY

Please visit [Arizona State Jobs](#) to apply. You will be directed to create a user account and upload your resume. The Job ID is 506591 for this position.

The Arizona State Jobs website includes open positions for ALL state agencies.

Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.

All newly hired employees will be subject to E-Verify Employment Eligibility Verification.