

JOB DESCRIPTION

JOB TITLE: Finance Specialist

DEPARTMENT:

REPORTS TO:

EFFECTIVE DATE:

SUMMARY: The Finance Specialist is responsible for performing all assigned financial functions required in support of the Housing Choice Voucher (HCV) program and general accounting responsibilities. Provides excellent service to program's internal and external customers.

DUTIES AND RESPONSIBILITIES:

- Conducts all work activities in a manner that supports achievement of SEMAP, contractual standards, and/or other performance measures as required.
- Prepares data file required to generate HAP checks and obtains authorized signatures/approvals before releasing files to generate HAP.
- Examines, reviews and analyzes all information/documents in conjunction with the disbursement of funds. Conducts payment reconciliations and validates payment reports.
- Completes monthly and supplemental check runs as necessary. Coordinates the collection of HAP information and processes HAP and UAP checks; submits positive pay to bank.
- Generates requested and required accounting, statistical, and narrative reports to perform assigned responsibilities including HUD, VMS and FASS reporting and preparing and monitoring HCV leasing forecast for all programs in both units and dollars.
- Serves as a point of contact with HUD, FMC and other key parties concerning fiscal matters. Interfaces with landlords and tenants on matters pertaining to the payment of housing assistance.
- Develops, maintains, and monitors aging reports, trend analysis, charts and graphs.
- Reviews and monitors portability billing and fees.
- Monitors and maintains program cash flow, unit lease up, increment changes, ACC renewals, and general tracking of allocations.
- Samples new additions/changes to landlord and owner files and maintains that there are no duplicate payments, reviews files for potential fraud, and verifies the accuracy of ownership information in the system of record.
- Processes vendor 1099s and ensures processing of backup withholding.
- Ensures the integrity of financial statements by reviewing, reconciling, approving and monitoring financial transactions and journal vouchers. Works with a high degree of accuracy to properly record HCV records in PHAs system of record, general ledger and other accounting functions as needed.
- Performs internal and operational audits on HCV financial activity. Assists with financial activity month-end and year-end close outs, reconciliation, quality control and financial audits.
- Sets up direct deposit for owners to receive HAP payments electronically.
- Other duties as assigned.

QUALIFICATIONS:

- Accounting Degree required and 5 years recent experience directly relating to fiscal management of an operation comparable in complexity to the HCV program, or an equivalent combination of education and directly related experience.
- Must complete and maintain industry certifications relevant to HCV accounting when applicable.
- Advanced knowledge of Excel and Access and ability to use specialized PHA software (VisualHomes, Accountmate, etc).

- Knowledge of accounting principles, practices and systems, including maintenance of general ledgers and journals, accounts payable, accounts receivable and preparation of related statements. Ability to perform accounting functions accurately, be analytical in approach and resolve problems.
- Experienced in compiling and organizing management and financial reports.
- Working knowledge of data processing applications and systems related to financial management.
- Ability to prepare and maintain accurate financial records.
- Analytical ability and facility in statistical analysis and presentation of data.

COMPETENCIES:

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Occasionally required to stand
- Occasionally required to walk
- Frequently required to sit
- Continually required to utilize hand and finger dexterity
- Continually required to talk or hear
- Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally/required to lift/push/carry items less than 25 pounds/ up to 25 pounds/ up to 50 pounds/ more than 50 pounds

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.