



# JOB ANNOUNCEMENT

Housing Authority of New Orleans

**POSITION TITLE:** HCVP Financial Specialist  
**DEPARTMENT:** Finance  
**DATE POSTED:** 05/2023  
**CLOSING DATE:** Until Filled  
**FLSA CLASS:** Non-Exempt  
**STARTING SALARY RANGE:** Grade I  
\$44,000 - \$54,900

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## SUMMARY

This position reports directly to the Acting Deputy Director/Chief Financial Officer and is responsible for assisting with HCVP program activities (budget monitoring, coding, accounting, program monitoring, reporting, and closing). Works closely with a team member and assists with all accounting, financial, and reporting related to the complete trial balances (balance sheet and income statement) for the HCVP program. Ensures timely payments to landlords and processing of adjustments. Prepares and/or reviews all necessary HCVP reports including VMS. Assist with ensuring timely HUD update and accuracy of reports and equity accounts. Ensures the issuance of timely and accurate 1099s to Landlords and performs bank reconciliations on a routine basis and prepares journal entries. Works closely with the HCVP program Analyst to assist with finding solutions to disputes.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- Prepares, assist and processes journal entries for the HCVP Program including HAP (“Housing Assistance Payments”) revenues and expenses, month-end and year-end closing entries for the Agency. Assist with making additional adjusting journal entries when necessary.
- Records journal entries for all receipts and disbursement related to Port Ins and Outs on a timely basis (monthly).
- Assist with calculating HANO’s HCVP Administrative Fees Earned monthly (including SROs and Mainstream), and maintains and reconciles the amount of HANO’s Administrative Fee Reserve on a monthly basis in compliance with HUD regulations to the general ledger.
- Maintains a monthly schedule of all HCVP HAP subsidy by type (i.e. voucher, D-HAP, SROs, Mainstream, etc.) and agrees this to bank deposits, the funding information provided by HUD in addition to reconciling all subsidy amounts to the general ledger.
- Assist with ensuring all HCVP HUD required year end reports are prepared, approved and submitted in a timely manner.

- Assist with the preparation of year end HCVP, and other Voucher FDS report data necessary to file the year end FDS reports required by HUD.
- Assist with formatting and presenting data for posting in the general ledger to the Accounting Manager including HCVP and other Voucher grant subsidy and expenses, and program adjustments on a regular basis.
- Assist with the analysis, preparation, controls, monitoring, and coordination of the functions related to HCV (Voucher, SRO's and Mainstream) that affect the balance sheet and income statement. Assist with the maintenance of appropriate segregation of cost related to the HCV activity.
- Assist with data analysis and helps present findings related to HCV program.
- Assist with reviewing and preparing appropriate paperwork to ensure accurate payment for all expenditures related to the HCV Program.
- Assist with the creation and collection of Accounts Receivables from outside agencies including Federal, state and local for all HCV revenues including port in/out.
- Maintains the security of Accounting System in use. Responsible for accurate VMS reporting.
- Ensures that all required work papers for annual audit are in place and assists during the annual audit.
- Prints the check runs for A/P.
- Assist with the maintenance of the HCVP VMS system and populates all required data on timely basis monthly in compliance with HUD regulations including HAP (Tenant Protection, Temporary Housing, Homeownership, Tenant Protection, DHAP to HCV, etc.) unit data and dollars, Port Ins and Port Outs, Interest Income including proper allocation between restricted and unrestricted funds.
- Reviews and enters manual adjustments related to HAP/UAP.
- Reviews and enters vendor set-ups.
- Assist with all Landlord HAP checks and statements are processed for timely payment to landlords at the beginning of the month and processes on occasion a mid-month run when needed in accordance with the annual processing schedule developed and approved by both Finance and HCVP. This includes the review and processing of all adjustments for the period being processed.
- Maintains a monthly schedule of all HCVP HAP subsidy by type (i.e. voucher, D-HAP, D-HAP Ike, etc.) and agrees this to bank deposits, the funding information provided by HUD in addition to reconciling all subsidy amounts to the general ledger.
- Compiles, and reports on Unit Months lease up data for the HCV program.
- Assist with the production of 1099's.
- Performs related tasks as required.

**Additional Responsibilities:**

- Maintains, updates, and presents statistical, oral and/or written information for review and distribution to Other Departments throughout the Agency.
- Interfaces with staff throughout the Agency, banking institutions, landlords, independent auditing firms, and other governmental agencies including Federal, state and local related to assigned duties.
- Assists with the data analysis and presents findings related to HCVP operating programs.
- Gathers occupancy data, compiles, calculates, and allocates HCVP Administrative Fee and HAP expenditures.
- Performs related tasks as assigned.

**BEHAVIORAL COMPETENCIES**

This position requires the incumbent to exhibit the following behavioral skills:

*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 sensitive topics and/or irate customers.

*Customer Service:* Meets/exceeds the expectations and requirements of internal and external customers; Manages difficult or sensitive customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.

*Interpersonal Skills:* Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting.

*Teamwork:* Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests.

*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.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Job Competencies***

- Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
- Knowledge of the purposes, policies, and regulations of the Housing Authority as established by the Board of Commissioners.
- Knowledge of the objectives, programs, budgetary needs, and organizational structure of the Housing Authority and Fiscal Operations.
- Knowledge of generally accepted accounting principles and auditing theory, practices and procedures and of approved principles and standard practices of centralized and budgetary and HCV accounting.
- Knowledge of HUD based project management accounting.
- Knowledge of modern office equipment including copiers, personal computers, calculators, facsimile machines, etc. and Microsoft Office products.
- Knowledge of report preparation techniques and a demonstrated ability to prepare and evaluate professional, technical reports.
- Ability to prepare, analyze, interpret, and maintain statistical and financial reports, statements, and budgetary data related to programs assigned.
- Ability to present ideas and information in a clear and concise manner, both orally and in writing
- Ability to supervise the work of subordinates engaged in responsible accounting and analytical work.
- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds.

***Education and/or Experience***

An Associate’s degree in Accounting or related field from an accredited college or University with five years of progressive experience in preparation, reconciliation and reporting of accounting data or an equivalent combination of education and experience is required. Five (5) years of experience working in a month end close environment is also required. Bachelor’s degree in Accounting or related field is preferred.

***Technical Skills***

To perform this job successfully, an individual should have above average abilities using computer software such as MS Word, Excel, Outlook, JD Edwards etc. and should be capable of using internet resources for research and developing advanced reports. Ability to learn other computer software programs as required by assigned tasks.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds.

**EEO POLICY STATEMENT**

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, religion, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.