Oklahoma Housing Finance Agency
Job Description

Job Title: Contract Administration Financial Specialist
Team: Finance
Reports To: Contract Administration Financial Supervisor
Grade: 12
Prepared By: Human Resources Director
Prepared Date: 03/20/2000
Approved By: Deputy Executive Director
Approved Date: 07/05/2001, 09/13/2002, Revised 02/10/04; 05/10/16; 04/06/18; 09/15/2020

SUMMARY
Entry level accounting position responsible for the financial reporting and payment process of the Contract Administration program by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for the monthly voucher payment process by ensuring payments are made on eligible units in HUD'S TRACS system by the first of each month or the first business day of the month.

Responsible for monitoring tenant files in HUD's TRACS system to ensure properties are at or above 90% compliance.

Responsible for the timely handling and processing of contract rent adjustments requested by owners, securing HUD approval when required, and ensuring the implementation of the proper payment on the voucher request.

Responsible for ensuring all records, worksheets and work papers are adequately documented for any action taken.

Responsible for ensuring OHFA attains the Acceptable Quality Level (AQL) on all Incentive Based Performance Standard tasks.

Responsible for identifying and correcting any Disincentive Deduction for any Incentive Based Performance Standard task as needed.

Responsible for assisting the Contract Administration Financial Supervisor and the Deputy Executive Director in the creation of the annual work plan required by HUD as needed.

Responsible in assisting with the monthly, quarterly and annual reports as required by HUD.

Responsible for monitoring, adopting, and implementing current and any future HUD requirements and regulations governing administration of Section 8 contracts.

Responsible for submitting annual Section 8 year-end statements, and OHFA Annual Audits to HUD in a timely manner as identified in the RFP and for the LOCCS cut-over process of newly assigned contracts.

Responsible for assisting the Contract Administration Financial Supervisor with the preparing and submitting of the 1099s to the IRS.

Responsible for monthly bank reconciliation and general journal entries of the Contract Administration Program.

Responsible for doing whatever needs to be done to enhance the overall operations of the Agency on a day to day basis.

Responsible for delivery of exceptional customer service to all external and internal customers by being polite and helpful at all times.

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.

EDUCATION and/or EXPERIENCE
Bachelor's degree in Accounting, Finance or a Business-related degree; and at least two years of progressive accounting experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid driver's license.
Must be bondable.
Must obtain Certified Occupancy Specialist (COS) certification within one year after being hired.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of and experience in Contract Administration preferred. Knowledge of the local, state, and federal laws governing the Contract Administration program. Ability to understand, act on, and interpret policies, regulations and procedures as set forth by the Housing Agency and/or HUD. Ability to establish, monitor, and achieve objectives through skillful delegation of duties.

Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, tenants, HUD, and local, state, and federal officials. Working knowledge of Microsoft Office Applications -- Word, Excel, Outlook.

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 stand. The employee frequently is required to walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee may occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

CHARACTER TRAITS:
Decisiveness
Dependability
Flexibility
Thoroughness
Truthfulness