

## AKRON METROPOLITAN HOUSING AUTHORITY

**Job Title:** Housing Management Specialist  
**Reports to:** Audit Administrator  
**Department:** Contract Administration  
**Date:** June 2012  
**FLSA Status:** Non-exempt

### **General Purpose:**

Responsible for processing paperwork, voucher submission and quality control audits for Section 8 New Construction and Substantial Rehabilitation program properties, as well as for properties where the Authority is either the landlord or the contract administrator. Also responsible for Tax Credit Compliance quarterly and annual reports for all AMHA managed Low Income Housing Tax Credit (LIHTC) properties.

### **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.*

- 30% Prepare Housing Assistant Payment vouchers, review certification forms and reviews/submits claims for all Local Housing Authority (LHA) Section 8 Properties. Answer questions and address issues with managers, HUD or appropriate Contract Administrator regarding Project Based Section 8 as well as the Ohio Housing Finance Agency (OHFA) and Ohio Capital Corporation for Housing (OCCH) regarding LIHTC.
- 20% Review owner/manager Housing Assistance Payment voucher and certification forms and claims for properties where Authority serves as contract administrator. Approve Housing Assistance Payment voucher for payment. Request accounts payable check or sends HAP payments to owner and/or management agent.
- 10% Editing and processing information to HUD, or appropriate Contract Administrator, with regards to the i MAX and TRACS programs. This includes AMHA/LHA developments and properties of which AMHA is Contract Administrator.
- 10% Schedule and conduct annual audits of owner and tenant files for completeness and accuracy for projects where the AMHA is the Contract Administrator.
- 10% Conduct quality control internal audits for AMHA owned/managed Project Based Section 8 and/or LIHTC properties to help identify deficiencies and provide necessary training.
- 10% Gather, compile and verify accuracy of data for various reports such as quarterly and year-end reports and HUD requests and tax credit reports.
- 5% Respond to inquiries related to Project Based Section 8 and LIHTC from AMHA developments, landlords, OHFA, HUD, and OCCH.
- 5% Miscellaneous

Update landlords and Authority Section 8 project managers with any changes in federal regulations and procedures.

Assist Contract Specialist staff with PBCA contract duties as needed.

Monitor compliance percentage regarding certification/voucher submissions.

Other duties as assigned.

*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.*

**Competencies:**

Demonstrates exemplary organization skills; neatly files and documents information; brings structure and process to duties and responsibilities; demonstrates accuracy; enters and tracks data and information without error; ability to work independently.

**Minimum Qualifications, Education and Certifications:**

High school diploma and two to three years of Section 8 Project-Based and LIHTC housing site-management experience *or* high school diploma and auditing background gained through college level accounting courses or work experience in an accounting auditing function. Prior Section 8 Project Based and LIHTC experience preferred; however, if not certified in HUD 4350.3 regulations and Low Income Housing Tax Credit regulations (LIHTC), certification must be obtained within one year from hire date. Must have good written and verbal communication skills. Background in physical inspection reporting preferred. Must have a valid Ohio driver's license and be insurable by AMHA.

**Physical Requirements.** 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:

Physical demands may include kneeling, reaching, pushing, fingering, manipulating, talking, hearing, sitting for extended periods, crouching, standing for extended periods, stooping, walking, lifting up to 10 lbs. and repetitive motion using a keyboard, telephone and calculator. The visual acuity requirements include viewing a computer monitor and extensive reading.

**Working Conditions.** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

Office environment.

**Employee Understanding:**

The above job description was received, read and understood by me.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.