



Position Description

**JOB TITLE: FINANCE PORTABILITY SPECIALIST-
(Salary Range: \$42,000-46,000)**

**REPORTS TO: ACCOUNTING MANAGER
DEPT/DIVISION: FINANCE/PORTABILITY**

FLSASTATUS: NON-EXEMPT

POSITION SUMMARY:

Under the direction of the Director of Finance, this position is responsible for performing a variety of tasks as they relate to Portability of tenants, absorptions of tenants, posting portability payments, records maintenance, mailing monthly billings, reviewing rent changes, reviewing HUD-form 50058 and completes 52265 for billing purposes, reconciling tenant's outstanding balances, contacting PHA's for outstanding balances, and other related financial tasks. Perform a variety of administrative and technical tasks in accordance within the rules and regulations of HAFC housing assistance programs

MAJOR DUTIES AND RESPONSIBILITIES:

1. Performs the posting of monthly payments to tenant's accounts.
2. Review tenant's accounts to determine if the correct payments are being received in relation to rent calculations.
3. Review HUD-forms 50058 and 52265 for accuracy e.g., name, social security number, current rent calculations, administration fees, recertifications for timeliness.
4. Assists in preparing tenants absorption lists, maintains tickler file, provide W-9 information to other Housing Authorities,
5. Performs various analyses of tenant's accounts for correct balances and payments, contacting PHA's when payments are not received, working with HCV occupancy specialists to resolve any tenant's issues, mail monthly billings to PHA.
6. Develops a thorough knowledge of the general operation and procedure of a Public Housing Agency's laws, rules/regulations, policies, and procedures.

7. Ability to establish and promote effective working relationships with other Public Housing Agency's employees and the general public.
8. Adheres to all Housing Authority of Fulton County policies governing employee conduct and confidentiality.
9. Addresses all PHA's inquiries in writing or verbal and collaborates with PHA's to resolve discrepancies.
10. Prepares analysis of tenant's accounts, as required.
11. Assists with ad hoc projects, as needed.
12. Create a training calendar for applicable staff including new hires, to be utilized for effective departmental (HCV and Finance) operations.
13. Produce required reports as pertains to Ten Mast or software system utilized as applicable.
14. Use logical and creative thought processes to develop solutions according to written specifications and/or written instructions.
15. Make independent decisions to resolve problems or conflicts, and to enforce program rules and regulations.
16. Perform accurate arithmetic computations to obtain precise information for reports and publishing statistics.
17. Assume administration of all portability households, including Atlanta Housing Authority (AHA).
18. Performs other related duties as required.

QUALIFICATIONS:

1. A bachelor's degree in a related field from a four-year accredited institution and/or two (2) years of related work experience is required. (A minimum of three years of HUD housing experience preferred).
2. Knowledge of the general operation and procedures of a Public Housing Agency (PHA) and knowledge of the laws, rules, regulations, policies, and procedures to include HUD forms, policies and procedures.
3. Ability to establish and promote effective working relationships with other Authority employees, residents, representatives from social agencies and community groups, and the general public.

4. Must possess strong decision-making skills and use sound judgment at all times when interacting with customers to effectively manage relationships and expectations.
5. Ability to prepare clear and concise reports.
6. Ability to communicate clearly, both written and verbal.
7. Embraces the use of current technology to increase daily workload performance

LICENSURE OR CERTIFICATION REQUIREMENTS:

Additional training may be required as necessary to complete job functions and all training schedules will be at the direction of the HAFC. The HAFC will encumber the expense for the required certification for the initial training class and test if applicable. If incumbent is unable to receive the required certification within the designated time period, employment may be subsequently terminated.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive.

Computer, fax, copier, telephone, and other standard business office equipment.

SPECIAL REQUIREMENTS:

1. Possession of valid State of Georgia driver's license.
2. Ability to be covered under the Housing Authority's fidelity bond.
3. Ability to be insured by Agency's vehicle insurance carrier.

ACKNOWLEDGEMENT:

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

Employee Printed Name

Employee Signature

Date

Position Title: Finance Portability Specialist

CORE COMPETENCIES AND QUALIFICATIONS

To perform this job successfully, an individual should demonstrate the following competencies:

Commitment: Sets high standards of performance; pursues aggressive and realistic goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition. This skill is characterized by the following types of behaviors:

- Takes initiative to make things happen
- Maintains positive "can-do" attitude; successfully meets or exceeds goals
- Demonstrates dedication to and understanding of the mission of the organization
- Takes ownership of issues and problems, even when originating in other areas
- Consistently demonstrates effort to meet and exceed internal/external client expectations
- Overcomes obstacles to complete projects/tasks successfully
- Continuously improves own performance standards and results
- Makes specific changes in work processes to improve performance
- Learns and applies new information quickly

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers. This skill is characterized by the following types of behaviors:

- Treats customers with courtesy and concern; responds promptly, professionally, and politely
- Anticipates what customer wants, and works to provide it
- Initiates action/response to customer complaint/inquiry
- Responds in a timely, effective manner, even if just following-up
- Considers every customer interaction as important
- Always delivers on customer commitments; measures performance
- Translates customer information to others in the organization with a need to know
- Ensures that services delivered address the customer's needs

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively. This skill is characterized by the following types of behaviors:

- Willingly shares information
- Recognizes important information and ensures that others that need to know are informed
- Clearly and concisely expresses ideas and concepts orally and in writing

- Listens openly and non-judgmentally
- Expresses disagreement tactfully and sensitively
- Summarizes input, then checks for understanding
- Listens without interrupting
- Uses correct grammar, spelling and punctuation
- Ensures information is accurate

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work. This skill is characterized by the following types of behaviors:

- Will not ignore a problem, even if it is not one's direct responsibility
- Anticipates and acts to avoid a future problem
- Reacts quickly and positively to customer and co-worker inquiries
- Puts the highest priority on accomplishing objectives
- Takes responsibility for one's own actions
- Ensures fair share of work is completed
- Appropriately shares credit for work and ideas with co-workers

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.

Language Skills - Ability to read and interpret documents such as *safety* rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills - To perform this job successfully, an individual should have knowledge of spreadsheet software Excel, word processing software MS Word and knowledge of Tenmast software for designated area of responsibility.

ACKNOWLEDGEMENT:

This acknowledgement serves as my understanding of core competencies and requirements for this position. My signature below signifies that I *have* reviewed and understand the contents of expected competencies and behaviors for this position to which I will be held accountable for.

Employee Printed Name

Employee Signature

Date