



CONTRACT OPERATIONS SPECIALIST

Division: Section 8 Contract Administration

Reports to: Contract Operations Manager

Location: Nashville, TN

Full-time/Part-time: Full time

Salary Grade: 26

Monthly Salary Range Minimum: \$2,824

Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

Position Summary: Responsible for performing core tasks related to Section 8 Housing Assistance Payment (HAP) Contracts. Relevant core tasks include, but are not limited to, processing rental adjustments, voucher payments, and contract renewals and terminations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Evaluates tenant data transmitted from multifamily projects and analyzes owner subsidy/payment requests for discrepancies; ensures consistency of tenant data between the Department of Housing and Urban Development (HUD) and owner databases.
- Prepares and maintains written documentation verifying accuracy of monthly payments including notifications of corrective actions.
- Receives, reviews, and approves special claims' requests.
- Adjusts contract rents in accordance with HAP contracts and HUD requirements.
- Prepares and coordinates all required documentation for opt-outs, contract renewals and terminations.
- Collaborates with Program Compliance staff to keep abreast of and follow-up on activities affecting subsidy payments, contract renewals, terminations, and rental adjustments.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- High school diploma or equivalent GED.
- Bachelor's degree in business preferred.
- Two to four years of experience in data processing or financial auditing
- At least one year of experience in administering contracts/regulatory agreements or technical experience in HUD program administration.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge and Abilities:

- Ability to read and understand complex rules, regulations, and policies.
- Ability to troubleshoot problem areas and communicate solutions effectively.
- Ability to determine and make accurate mathematical calculations and system data entries.
- Ability to establish and maintain good relations with owners, agents, HUD personnel, other professional entities, residents and other staff members.
- Highly organized, detail oriented and self-sufficient.
- Ability to adjust to procedural changes.
- Computer literate; proficient in Microsoft Word, Excel, and Outlook; the internet.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER