



CIVIL DIVISION
CLASS SPECIFICATION

SECTION 8 HOUSING ACCOUNT
SPECIALIST

DATE ADOPTED: 12/14/2022

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This is a high level position responsible for planning, managing, and performing complex account keeping and clerical work within the Office of Section 8 Housing. The work is normally carried out in accordance with established procedures, but may involve independent judgment in the application of account keeping principles and practices and other clerical functions. Work is performed under the general supervision of a higher level employee with considerable leeway allowed in the completion of work assignments. General or direct supervision may be exercised over employees performing account keeping duties.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Manage payment accounts for over 400 current Section 8 Landlords, and create payment accounts for new Section 8 Landlords;
2. Prepares monthly reports for the Voucher Management System (VMS), the Housing and Urban Development (HUD) online reporting system, and the Real Estate Assessment Center (REAC);
3. Review REAC reports on a monthly basis to ensure accuracy, and compliance with all HUD regulations;
4. Review incoming bills, prepare payment in the New World System, and post to appropriate accounts by category;
5. Collects and prepares deposit for all payments for portability, fraud, and landlord repayments;
6. Maintains and updates program worksheets and financial submissions on a monthly basis to ensure all balances are correctly reconciled;
7. Maintains a detailed general ledger, and balance sheets for all Section 8 accounts, to generate monthly financial statements for the program;
8. Prepares monthly worksheets to calculate balances in both the Housing Assistance Payment account, Administrative Fee account and other assigned accounts;
9. As part of the required annual audit, prepares and submits the Financial Year End report to the HUD Financial Assessment Sub-System;
10. Review all financial notices sent by HUD, and implement them accordingly.



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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles, practices and procedures of account keeping in a federally subsidized housing program; working knowledge of federal regulations governing HUD Programs; good knowledge of the principles and techniques of supervision, ability to maintain neat and legible records, ability to understand and effectively carry out oral and written directions, personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- Either: (A) Associate's degree in business, accounting or related field and four (4) years of paid work experience in a Section 8/federally subsidized housing program;
- OR: (B) Graduation from high school or possession of a high school equivalency Diploma and six (6) years of paid work experience as described in (A);
- OR: (C) Any equivalent combination of education, training and experience between the limits of (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

NOTE: College education may be substituted for work experience described above on a year-for-year basis (one year equals 30 credit hours) to a maximum of two (2) years.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: