

JOIN OUR TEAM

Navigate Affordable Housing Partners is now accepting applications for a Voucher Specialist

Navigate Affordable Housing Partners (Navigate) is a major player in the affordable housing industry, with offices in Alabama, Mississippi, Virginia, and Connecticut. Navigate expanded its reach and purpose to include addressing housing affordability. We are Affordable Housing providers, owners, and managers of 126 subsidized housing units. We serve families, elderly and disabled households in Birmingham, Alabama. Our Community Development team focuses on the activities necessary to stabilize and revitalize communities experiencing disinvestment, blight, and abandonment. This position is based in the home office in Birmingham, AL.

Major Tasks and Responsibilities include but are not limited to:

- Responsible for processing and approving vouchers in the Navigate computer system within set deadlines, including receiving electronic files transmitted from the property and sending approved electronic data back to HUD's voucher certification system (TRACS)
- Provide customer service to properties in relation to voucher processing, including notification of voucher status, insufficient funds/expired contract notices, and notification of late payments received
- Responsible for monitoring or correcting errors sent by the property and errors generated by the Navigate computer system to TRACS
- Compares TRACS data with Navigate data systems monthly for each portfolio property to ensure all certifications are in TRACS

Required Knowledge, Skills and Abilities include but are not limited to:

- Must be proficient in computer software (Windows 2010 and Microsoft Office) with proficiency in Word and Excel, printer, calculator, and related office equipment
- Must have the ability to perform mathematical calculations and tabulations rapidly and accurately
- Ability to deal with stressful situations with calmness and courtesy

Minimum Education, Training and/or Experience

Bachelor's Degree preferred with major coursework in business, accounting, or finance. Three to five years' experience in governmental accounting, preferably Section 8 Rental Assistance, or any equivalent combination of education, skills, and experience.

Navigate Housing Partners is an Equal Opportunity Employer that offers an excellent benefits package. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

The successful candidate must pass a post-offer criminal background check, motor vehicle records check, a physical including drug screening, possess a valid driver's license and have the ability to be insured under all corporate insurance policies.

***Qualified applicants should submit a resume, including a cover letter by email to careers@navigatehousing.com.**