

JOIN OUR TEAM

Navigate Affordable Housing Partners is now accepting applications for a

Section 8 Contract Management 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:

- Renew expiring Section 8 HAP contracts in a timely manner per HUD regulations and the Annual Contributions Contract (ACC)
- Process all rent adjustments, including Utility Allowances, in a timely manner per HUD regulations and the (ACC)
- Analyze budget-based rent increase requests to ensure all documentation and requirements are met to process the rent increase per the ACC with HUD within the specified timeframes
- Complete all applicable job-related tasks stated in the ACC with HUD within the specified timeframes to avoid disincentives
- Execute legal documents in accordance with HUD requirements
- Analyze HUD regulations, directives, and official memoranda and apply them to the processing of tasks associated with the position
- Maintain all appropriate data in the internal and external databases to assure timely processing of multiple deadlines
- Input all Contract Renewal and Rent Adjustment packages in the internal Document Retention software

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

- Thorough knowledge of basic finance, including bookkeeping, accounting, budgeting, and fiscal administration
- Ability to effectively communicate written and verbally, individually and in groups, with internal and external contacts from a broad range of socio-economic backgrounds
- Ability to read, interpret and communicate HUD policies, regulations, and directives
- Thorough knowledge of computers and standard word processing, spreadsheet, and database software
- Ability to determine and make accurate mathematical calculations and system data entries
- Ability to establish and maintain effective working relationships with other employees, vendors, residents, HUD, state, local and federal officials, and the public
- Highly organized, detail-oriented and self-sufficient

Minimum Education, Training and/or Experience

Bachelor's Degree preferred with three years of experience in computerized governmental accounting and/or affordable housing, particularly Section 8, is desired or some equivalent combination of education 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.**