



**BOSTON HOUSING AUTHORITY
JOB POSTING**

JOB TITLE: Leased Housing Program Analyst

GRADE: 7

UNIT: Teamster

STARTING SALARY: \$50,131.63

POSTING DATE: Thursday, June 10, 2021

APPLICATION PROCEDURE: Please submit a cover letter and resume detailing your qualification. No phone calls or letters. **Deadline: Wednesday, June 30, 2021.** Send your information to: hr@bostonhousing.org. Please be sure to identify the position you are applying for.

ABOUT US: Boston Housing Authority (BHA) provides quality affordable housing for low-income families and individuals through the public housing and Section 8 rental assistance programs. BHA serves more than 58,000 of Boston's most vulnerable residents – including elderly, disabled, children and low-income families from a broad range of backgrounds and experiences.

We foster vital communities that are essential to the city of Boston's economic diversity and way of life. As the largest housing provider in Boston, we bring stability, opportunity, and peace of mind not only to the thousands of low-income families we support, but to the city as a whole.

ABOUT THE JOB:

Under the supervision of the Director of Program Control or his or her designee, the Program Analyst is responsible for performing a variety of Quality Control tasks including, but not limited, verification of proper payments in accordance with state and federal regulations, review of owner program eligibility, and auditing department performance in accordance with program requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conducts file audits to ensure program files comply with regulatory and policy requirements.
- Verifies that all relevant forms are complete and included in the tenant file and/or owner file and that paper and electronic files comply with BHA file protocol.
- Reviews income calculations, deductions and family composition in each file and compares it with data recorded in the electronic system of record.
- Ensures that income and family composition have been verified in each file.
- Checks that the family has been assigned the correct apartment size, eligibility status, subsidy level, utilities, and any other amounts are being applied correctly.
- Verifies that all documents are properly signed by landlord, tenant, Leasing Officer, Inspector, and others, as appropriate.
- Verifies proper payments have been sent to owners and other housing authorities as related to portability.
- Resolves issues of incorrect payment through direct contact with owners and housing authorities.
- Ensures that an owner's requested rent meets program requirements.
- Reviews various audit reports to determine appropriate compliance with program
- Maintains agent/owner and tenant data on property under lease.
- Ensures correct establishment of Owner information in the BHA's system of record and properly verifies proof of ownership.
- Coordinates with other staff to assure accurate payments on new leases and for retroactive rent adjustments.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

A minimum one year of experience in a low-income housing related field is required. Must possess the ability to make accurate computations. Must be highly organized, have great attention to detail and possess good typing skills. Must be familiar with Leased Housing Program structures and requirements. Ability to deal with people of diverse cultural backgrounds.

BHA BENEFITS: BHA's generous benefits package includes 13 paid Holidays, 3 Personal Days, 2 week vacation, 3 weeks of paid sick leave, participation in the City's pension plan, and healthcare through the Commonwealth, and much more.

Equal Opportunity Employer Bilingual Candidates are encouraged to apply.