



JOB TITLE: Contract Specialist, Project Action for Veterans
REPORTS TO: Program Manager, Project Action for Veterans
HOURS: Full time
FLSA STATUS: Non-Exempt

PROGRAM DESCRIPTION AND JOB SUMMARY

The Primavera Foundation is a non-profit agency that has been providing pathways out of poverty and strengthening the Tucson community since 1983, through a variety of programs and services. Through individualized case management, Project Action for Veterans (PAV) offers housing assistance to Veterans and their families who are recently homeless or about to become homeless who “but for” this financial and case management assistance would continue to be or become homeless. Financial assistance is available for such costs as rent, utilities, and storage. Participants must income-qualify and work with a resource specialist to develop an individual case plan.

The Contract Specialist provides administrative accounting support in reviewing and assuring compliance with program requirements, processing related paperwork, and processing program financial transactions, including the creation, distribution, and tracking of payments and disbursements. The successful candidate will be a highly structured team player, with exceptional accounting skills, organizational skills, and detail-orientation, as well as the ability to successfully shift between a sense of urgency and a sense of methodical, system-oriented processes.

DUTIES AND RESPONSIBILITIES (Work assignments may vary depending on the department’s needs and will be communicated to the applicant or incumbent by the leadership):

- Receives resources recommendation form from Resource Specialist and reviews within one working day for approval or denial.
- Uses a guidelines checklist to determine if client fits intent of PAV program, meets eligibility requirements, and has provided required documentation.
- Communicates verification decision to Resource Specialist – within two working days. If denied, explains why, requests additional info, or otherwise communicates in a proactive and productive manner with the Resource Specialist.
- Completes PAV forms that explain in writing what resources have been approved or denied, and emails them to the Resource Specialist.
- Reviews files together with Resource Specialist to determine what re-eligibility criteria will be used at the three-month mark.
- Negotiates with landlords, utility and moving companies, and other third party entities to ensure fair market housing prices and landlord/tenant rights.

Making payments

- Prepares check request for checks to be sent to landlords or other entities within two working days of recommendation from Resources Specialist.
- Prepares check request disbursements for eligible services contracted based on case plan.

3-month review

- Receives resources recommendation form from Resource Specialist and reviews within one working day.
- Double checks that all reauthorization requirements have been met.
- Completes Veterans Affairs (VA) forms and communicates verification decision to Resource Specialist within two working days. If denied, explains why.

Client exit/closeout

- Receives client exit communication from Resource Specialist.
- Completes paperwork associated with client exit and cessation of resources.

Financial management

- Tracks all disbursements.
- Tracks authorizations that will encumber funds.
- Tracks disbursement of assistance funds by categories: temporary housing assistance and supportive services.
- Provides financial reports to Chief Compliance Officer.
- Keeps financial records as required by VA and participates in VA monitoring.
- Provides financial records to Resource Specialist.
- Notifies Resource Specialist when 75% of maximum total funds have been encumbered.

Quality Assurance

- Makes recommendations for continuous program improvement.
- Participates in case reviews and other PAV meetings as requested.
- Participates in a quarterly review with Resource Specialists to ensure consistency, identify program concerns, and training needs.

Invoices

- Submits weekly reimbursement requests/and other related financial documents to finance.

Reports

- Completes monthly reports.
- Completes any other financial reports e.g., for VA.
- Provides quarterly report information.

Trainings/staffing

- Participates in VA/Supportive Services for Veterans' Families (SSVF) training as required
- Participates in regular case staffing

Monitoring/evaluation

- Participates in monitoring of Resource Specialist's files and program evaluation.
- Prepares for VA monitoring of all financial records

- Adheres to and demonstrates Primavera's guiding principles of integrity, respect, accountability, compassion, and leadership.
- Other duties as assigned by leadership

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and proficiency with accounting principles, practices and procedures.
- Knowledge of the MIP Accounting system and spreadsheet applications.
- Proficiency with fund accounting.
- Ability to analyze financial information and take appropriate action to resolve issues.
- Ability to perform duties in a timely manner on a consistent basis.
- Productive and collaborative verbal and written communication skills.
- Excellent computer skills, including proficiency with Microsoft Office programs (Outlook, Word, Excel, Access) and accounting systems software.
- Ability to work under time restraints while maintaining the accuracy of the data.

MINIMUM QUALIFICATIONS

- Bachelors degree in Accounting or related field
- Minimum three years working with fund accounting
- Ability to meet above knowledge, skills, and abilities

PHYSICAL ENVIRONMENT/CONDITIONS

- Indoor environment with moderate office noise levels
- Ability to use general office equipment, including computers, copiers, fax machines, scanners, adding machines, and 10-key by touch.
- Hand/eye acuity/dexterity; ability to process data/information, discern information from reports, enter and recall information and data for reporting purposes.

(This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions within the job description perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Successful candidates will be able to perform the essential functions of the position, with or without reasonable accommodations.)

The Primavera Foundation is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, pregnancy, mental or physical challenging condition, marital status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic in accordance with applicable federal, state, and local laws.

To apply for this position, please submit a cover letter and resume to jobs@primavera.org.