**Finance Specialist Consultant**

**Job Summary:**  
The Housing Authority of Plainfield is requesting an Experienced Finance Specialist Consultant to manage HUD form submissions and oversee financial aspects of the Capital Funds Program (CFP). The ideal candidate will ensure compliance with HUD guidelines, facilitate timely and accurate submissions, and provide financial support for the administration of capital funding projects. This role requires in-depth knowledge of HUD processes, financial management, and regulatory compliance. 1 year contract with a 1-year option at the discretion of HAP.

Any additional detailed scope of services and the general requirements can be obtained from the Housing Authority of Plainfield at 510 East Front Street, Plainfield, NJ 07060 between the hours of 9:00 a.m. and 4:00 p.m. Please call (908) 769-6335 for any questions you may have.

Resumes shall be delivered or mailed to the Authority before the deadline of 2:00 p.m. on March 15, 2025. The resume is to be received by the office of Mr. Randall Wood, Executive Director of the Housing Authority of Plainfield at 510 East Front Street, Plainfield, New Jersey 07060.

**Key Responsibilities:**

1. **HUD Form Management:**
   * Prepare, review, and submit HUD forms, including but not limited to the HUD-50075 series, SF-424, and supporting documentation.
   * Ensure all submissions comply with HUD regulations and deadlines.
   * Maintain organized records of all submitted HUD forms for audit and compliance purposes.
2. **Capital Funds Program (CFP) Administration:**
   * Monitor and track the allocation and use of Capital Fund Program resources.
   * Prepare budgets, forecasts, and financial reports related to capital improvement projects.
   * Collaborate with project managers to ensure proper allocation and expenditure tracking of CFP funds.
   * Conduct periodic reviews and audits to ensure compliance with HUD requirements.
3. **Financial Analysis and Reporting:**
   * Analyze financial data and provide insights to support decision-making.
   * Prepare monthly, quarterly, and annual financial statements and reports for internal and external stakeholders.
   * Ensure accurate reporting of program performance metrics and funding utilization.
4. **Regulatory Compliance:**
   * Stay updated on HUD policies, regulations, and changes to ensure continued compliance.
   * Address any discrepancies or deficiencies identified during audits or reviews.
   * Serve as a liaison between the organization and HUD representatives for financial matters.
5. **Stakeholder Collaboration:**
   * Work closely with internal teams, including accounting, project management, and procurement, to align financial processes with program goals.
   * Provide training and guidance to staff on HUD financial processes and CFP requirements.

**Qualifications:**

* Facilitate timely and accurate submissions through the HUD Portal, adhering to all deadlines and regulatory requirements.
* 10+ years of experience in HUD-related finance, including form submissions and CFP administration.
* Proficiency in HUD systems, such as LOCCS and eLOCCS, is preferred.
* Strong understanding of federal regulations and compliance requirements related to HUD programs.
* Excellent analytical, organizational, and communication skills.
* Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) and financial management software.
* Ability to manage multiple priorities and meet strict deadlines.

**Preferred Qualifications:**

* Familiarity with public housing agencies or non-profit organizations.
* Experience conducting financial audits or managing grant funds.
* Knowledge of project management principles related to capital improvement initiatives.
* Develop and manage capital fund budgets, ensuring alignment with organizational goals and compliance with HUD regulations.
* Expertly navigate the HUD EPIC system to create, maintain, and submit accurate 5-year budgets and related financial reports
* The ideal candidate should possess strong skills in grant writing and demonstrate proficiency with Grants.gov and SAM.gov systems. They will be responsible for preparing and submitting an Emergency Security Grant to the PIH Office of Capital Improvements (OCI).

**Employment Type:** Full-Time

**Location:** Housing Authority of Plainfield

**How to Apply:**  
Interested candidates are encouraged to submit their resume and cover letter detailing their experience with HUD form submissions and the Capital Funds Program to rocurementbid@hap-nj.org

This position offers a unique opportunity to contribute to impactful housing initiatives while ensuring the responsible management of federal funds. Join our team and make a difference.