Open Date: October 27, 2026

Close Date: November 10, 2026

Metropolitan Development and Housing Agency (MDHA)

[On-site] Nashville, TN

HCV Financial Administrator

Strengthen financial accuracy. Protect program resources. Support the future of affordable housing.

Position Snapshot

Location: Nashville, Tennessee

Employment Type: Full-Time

Department: Rental Assistance

Salary Range: $74,557- $81,418

Why MDHA?

At MDHA, our work is about more than housing. It's about people, neighborhoods and the city we call home.

Today, MDHA houses approximately 30,000 Nashvillians, primarily through more than 8,000 Section 8 vouchers and nearly 7,000 apartments at more than 40 properties.

But MDHA is more than a housing authority for Nashville and Davidson County. We also administer federally funded community development programs on behalf of the city and serve as the redevelopment arm of Nashville.

When you join MDHA, you become part of a team of nearly 300 dedicated employees whose work has a direct impact on the people we serve, the neighborhoods and communities we support, and the growth and development of Nashville.

Position Details

Manage and oversee financial activities for the Housing Choice Voucher Program, ensuring accurate payments, reconciliations, funding allocations, forecasting and HUD-required financial reporting.

About the Role

MDHA is seeking a detail-oriented and analytical **HCV Financial Administrator** to oversee financial activities associated with the Housing Choice Voucher Program.

Under the direction of the Director of Rental Assistance, this role performs complex and technical accounting and financial management work to ensure the accuracy, integrity and compliance of HCV program financial activities.

The HCV Financial Administrator supports both the Rental Assistance and Finance departments by managing monthly Housing Assistance Payment (HAP) runs, reconciling landlord and participant accounts, monitoring program funds and ensuring financial information is accurately reported in accordance with HUD requirements.

This position also manages and monitors HUD's Two-Year Tool to track utilization, forecasting and funding reserves. The role analyzes financial data and reports on the department's financial net position to support informed decision-making and long-term fiscal sustainability.

What You'll Bring

Minimum Qualifications

- Bachelor's degree in accounting, finance, business administration or a closely related field, with substantial coursework in accounting principles, financial reporting or governmental accounting.
- Three to five years of progressively responsible experience in accounting, financial analysis or fund/grant accounting.
- Knowledge of **HUD Housing Choice Voucher financial requirements, including Two-Year Tool management and Voucher Management System (VMS) reporting**.
- Strong understanding of **GAAP accounting, public fund management, governmental budgeting and financial reporting**.
- Ability to prepare accurate financial statements, perform account reconciliations and interpret complex financial data.
- Strong analytical skills with the ability to identify financial trends, forecast funding needs and recognize potential funding risks.
- Experience with general ledger reconciliation, subsidy or benefit payment processing and financial reporting under federal or grant compliance requirements.

- Ability to communicate effectively with Finance staff, Rental Assistance staff, landlords, program participants and external agencies.
- Ability to maintain accurate financial records and supporting documentation and ensure financial activities are audit-ready.
- Valid Tennessee driver's license.
- An equivalent combination of education and experience is acceptable.

Preferred Experience

- Experience working within a public housing agency, HUD-funded program, governmental agency or nonprofit fund-accounting environment.
- Experience with HUD's Voucher Management System (VMS).
- Experience with PIC/IMS or HUD's Two-Year Tool.
- Experience with Housing Assistance Payment processing or other subsidy or benefit payment systems.
- Supervisory or lead-level experience.

Certifications

- Must obtain **HCV Financial Accounting and Reporting** and **HCV Financial Management** certifications within six months of employment.

What You'll Do

Manage Housing Assistance Payments

- Execute monthly Housing Assistance Payment (HAP) runs to ensure timely payments to landlords and utility reimbursements to participants.
- Review HAP disbursements, adjustments and recoupments for accuracy before processing.
- Research and resolve payment discrepancies or irregularities.
- Maintain comprehensive supporting documentation for payments and adjustments to ensure a clear and complete audit trail.

Reconcile Accounts and Maintain Ledger Integrity

- Perform monthly reconciliations of landlord and participant accounts.
- Identify, research and proactively resolve account discrepancies.
- Reconcile HCV general and subsidiary ledgers in accordance with GAAP and HUD standards.
- Maintain accurate financial records and supporting documentation.
- Monitor account activity to ensure program funds are accurately recorded and allocated.

Monitor Program Funds and Forecast Financial Needs

- Maintain tracking tools to accurately allocate HUD deposits and program funds to applicable programs and accounts.
- Update and monitor HUD's Two-Year Tool to track leasing trends, expenditure patterns and program utilization.
- Analyze financial trends and identify potential funding shortfalls or surpluses.
- Recommend corrective actions and financial strategies to the Director of Rental Assistance.
- Forecast future HAP and administrative expenses to support long-term program sustainability.
- Analyze and report the department's financial net position.

Ensure Compliance and Financial Reporting

- Prepare and review financial information for Voucher Management System (VMS) and other HUD-required reporting.
- Prepare monthly financial statements reflecting program performance and funding utilization.
- Ensure financial activities comply with applicable federal requirements, HUD regulations and Agency policies.
- Maintain accurate documentation to support financial reporting and audit requirements.
- Support annual audits and other financial reviews.
- Identify potential compliance issues and work proactively to address them.

Collaborate Across Departments and With External Partners

- Serve as the primary financial liaison between the Rental Assistance and Finance departments.
- Work closely with Finance staff to reconcile financial activity and resolve discrepancies.
- Coordinate with landlords, program staff and outside agencies to resolve complex payment, billing and financial issues.
- Provide financial information, analysis and recommendations to support Agency decision-making.
- Translate complex financial information into clear, actionable information for program leadership and stakeholders.

What Success Looks Like

In your first six to 12 months, you will help MDHA:

- Ensure monthly HAP runs are accurate, timely and properly documented.
- Strengthen the accuracy and integrity of landlord and participant account reconciliations.
- Maintain accurate tracking and allocation of HCV program funds.

- Keep the Two-Year Tool current and use financial data to identify utilization and funding trends.
- Provide accurate and timely HUD financial reporting.
- Strengthen audit readiness and reduce the risk of financial findings.
- Provide leadership with clear financial analysis and information to support program decisions.
- Strengthen collaboration between Rental Assistance and Finance.

Skills and Capabilities

We're looking for someone who can:

- Analyze complex financial information and identify trends, discrepancies and potential risks.
- Apply accounting principles, financial controls and HUD requirements to HCV program activities.
- Perform detailed reconciliations and identify the source of financial discrepancies.
- Work accurately with large amounts of financial and program data.
- Forecast expenditures and funding needs using available financial and program information.
- Maintain strong attention to detail while managing recurring deadlines.
- Communicate complex financial information clearly to technical and nontechnical audiences.
- Exercise sound judgment when reviewing financial transactions and resolving discrepancies.
- Maintain accurate, organized and audit-ready records.
- Work independently while collaborating effectively with Rental Assistance, Finance and external partners.
- Handle confidential and sensitive financial information with appropriate discretion.

Work Environment

This position operates in a professional office environment and requires regular interaction with Rental Assistance staff, Finance staff, landlords, program participants, external agencies and other stakeholders.

The position requires the ability to work with financial and program data for extended periods and to manage multiple priorities and deadlines.

The position may require the use of general office equipment and an automobile.

Employees must be able to perform the duties of the classification with or without reasonable accommodation.

Join MDHA

If you're an analytical, detail-oriented finance professional who wants to apply your financial expertise to a mission-driven housing program, apply today.

Join MDHA and help ensure the resources supporting affordable housing are managed accurately, responsibly and effectively.

Know someone who would be a great fit? Please share this opportunity with them.

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.
Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

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