

## **ACCOUNTING/FINANCIAL ANALYST**

### **DEFINITION**

Under general supervision, provides administrative, budgetary, and workflow support to the Finance Department projects and programs; analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analyses, feasibility studies, and evaluations for assigned projects and programs; develops, summarizes, and maintains administrative records; provides consulting services to Housing Authority (Agency) departments related to all aspects of assigned programs and activities; performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Finance Manager. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is the journey-level class in which incumbents develop and implement policies and procedures for a variety of projects and programs within Finance department, including technical accounting and Management Information System (MIS) support and, highly complex financial, economic, budgetary and statistical forecasting and analyses in support of management decisions. Incumbents develop revenue forecasting models, indirect cost allocation, expenditure variance analyses, debt analyses, and financial reporting in accordance with General Accepted Accounting Principles (GAAP) and Governmental Accounting Standard Board (GASB) standards for the Agency. Incumbents support the work of departmental management staff by conducting day-to-day administrative support activities and by providing a professional-level resource for organizational, managerial, and operational analyses and studies. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations and may involve frequent contact with the public. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements, and the methodology used in arriving at the end results is not reviewed in detail. This class is distinguished from other analyst classification by the specialized knowledge and responsibilities related to financial business processes. This class is further distinguished from the Finance Manager in that the latter has overall day-to-day management responsibility of Agency-wide budgetary, financial business process, projects and programs.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Participates in developing goals, objectives, policies, procedures, work standards, and administrative control systems for assigned programs and projects.
- Plans and coordinates the accounting process for affiliate properties and affordable housing programs; reviews, evaluates work methods, procedures, and administrative support systems and meets with staff and management to provide technical expertise and identifies opportunities for improvement; resolves problems and participates in the development and implementation of policies, procedures, guidelines, regulations, methods, goals and objectives consistent with those of the Department and Agency.
- Leads and coordinates the preparation of the Agency and affiliate budgets, including setting timelines, communicates and enforces budget policies and procedures, analyzes and reviews budget reports, establishes and prepares indirect cost allocations and assimilates final budget reports; conducts presentation, provides budget training and technical support as well as provides input for budget policies and procedures. Coordinate financial review with other departments.
- Leads and organizes year-end accounting activities including analytical review of the final year end work documents, trial balances and General Ledger (GL) account balances; coordinates, reviews, and completes, federal, state and local online reporting requirements for various affordable housing programs, Annual Contributions Contract maintenance, Moving To Work (MTW), year-end settlement. eLOCCS draws, and SAGIS; rehabilitation, pre-development and construction process; and participates in new project financial feasibility discussions and analysis.
- Assists with Agency and affiliate audit processes; coordinates the preparation of audit schedules and notes to the financial statement and reviews annual financial statements.

- Assists and supports the Controller, CFO/Director of Finance, and Finance Manager in consistently applying cost effective and appropriate accounting and reporting procedures; internal controls and quality controls, latest General Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) standards and HUD regulations; recommends effective and improved reporting, policy and procedural changes; coordinates and facilitates Agency and affiliate audits; prepares and reviews financial reports and annual financial statements.
- Develops program and project scope, descriptions, and implementation plans; assesses feasibility of program and project implementation and impact to Agency programs, operations, and services; consults with Agency staff, management, and outside agencies; develops recommendations for operational, policy, and/or procedural changes; participates in program and project implementation and monitoring of activities.
- Participates in the development and administration of program and project budgets; develops and manages program budgets; identifies and recommends resolutions for budgetary problems.
- Participates in authoring sections of administrative, management, operational, staff, legal, regulatory, and financial reports including the preparation of data analysis, conclusions, recommendations, and/or forecasts for management and Board consideration; implements approved actions.
- Identifies organizational training needs, researches and develops training programs and curriculums, coordinates onsite training and scheduling, and tracks employee training participation.
- Develops consultant requests for proposals for professional services and administers the advertising and bid processes; develops general evaluation criteria, evaluates proposals, and recommends project award; prepares and negotiates contracts and agreements and administers same after award; oversees compliance with contracts and federal, state, and local rules and regulations.
- Serves as a liaison to employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations.
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities, including complex regulatory, operational, or administrative issues or questions; coordinates activities across departmental and functional lines; identifies and evaluates alternatives, makes and justifies recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval.
- Develops and implements file, index, tracking, and record-keeping systems; researches records within areas of assigned responsibility to prepare reports and provides follow-up information to inquiries.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Participates on a variety of interdisciplinary committees and commissions and represents the Agency to a variety of community and stakeholder groups.
- Establishes and maintains contact and working relationships with all Agency departments, local, state, and federal agencies for acquisition of necessary information, and/or for the implementation of cooperative programs and activities.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

A bachelor's degree from an accredited four-year college or university with major coursework in finance/accounting; and three (3) years of increasingly responsible professional experience in administrative, management, budgetary or financial analysis, or a related field.

### **Licenses and Certifications:**

None.

**Knowledge of:**

- Advanced principles, practices, and techniques of budgetary accounting and finance, including evaluating proposed expenditures against historical budget and expenditure data, developing data and performing calculations to formulate expense levels for assigned accounts, and tracking expenditures for assigned accounts.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Project and/or program management, analytical processes, and report preparation techniques; administrative programs such as, but not limited to, risk and safety management, training and development, finance, budgeting, procurement, contract administration, and other related programs.
- Principles and practices of contract administration and evaluation, budget development and administration, and sound financial management policies and procedures.
- Research, statistical, analytical, and reporting methods, techniques, and procedures.
- Applicable federal, state, and local laws and Agency resolutions, policies, and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Business letter writing and the standard format for reports and correspondence.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

**Ability to:**

- Conduct complex research projects on a wide variety of budgetary issues, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Plan and conduct effective management, administrative, and operational studies.
- Plan, organize, and carry out assignments from management staff with minimal supervision.
- Perform responsible and difficult administrative work involving the use of independent judgment and initiative.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Evaluate and prepare recommendations for changes to policies and procedures and in compliance with programmatic regulations.
- Interpret, explain, and ensure compliance with federal, state, and local laws and Agency resolutions, policies, and procedures relevant to assigned area of responsibility.
- Research, interpret, summarize, and present programmatic information and data in an effective manner.
- Understand the organization and operation of the Agency and of outside agencies as necessary to assume assigned responsibilities.
- Effectively represent the Agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Positions in this classification bend, stoop, and kneel to conduct site inspections and reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances, duties of this class may be performed in an environment with exposure to various odors/fragrances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.