



Position Description

Position Title:	Accounting/Financial Analyst	Department:	Finance
Reports to:	Finance Manager	Employment Status:	Full-Time
FLSA Status:	Exempt	Date Created:	December 2017
Representation Status:	Unrepresented	Date Revised:	April 6, 2022

Summary

The primary purpose of this position is to 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; provide agency-wide payroll monitoring and support; performs related work as required.

The essential duties and responsibilities listed below support the Santa Clara County Housing Authority's ("SCCHA") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- 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 and development 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.
- Prepares confidential reports for management related to salaries, time and attendance, accrual balances and projections for labor negotiations; assist with the salaries and benefit projections for annual operating budget and/or other needs; research, analyze and resolve technical and/or payroll related problems or questions; assist with audit requests related to payroll; perform GL reconciliations associated with payroll and benefits; provide back-up support to full-cycle payroll operations, including payroll reporting to external parties (i.e. CalPERS); interpret, explain, and ensure SCCHA's payroll processing and reporting are in compliance with federal and state regulatory requirements (i.e. payroll taxes rates and contribution limits); coordinates deductions (i.e. medical insurance and FSA), compensated absence accrual, time and attendance tracking and setup in ADP in collaboration with HR.
- 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; rehabilitation, pre-development and construction process; and participates in new project financial feasibility discussions and analysis.

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- Leads, coordinates and provides guidance on all financial aspects of development, rehabilitation and construction processes and activities for the Agency and affiliate entities including approving financial transactions, establishing financial relationship structures and accounts.
- Administers the agency's credit card programs, enrolls and terminates employee accounts, downloads the monthly statements for audit and payments, troubleshoots issues with accounts and/or the bank.
- 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, goals, objectives, policy, and/or procedural changes; participates in program and project implementation and monitoring of activities and administrative control systems for assigned programs and projects.
- 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 financial/budget training needs, researches and develops training programs and curriculums, coordinates, schedules 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.
- Interprets, applies, and explains federal, state, and local laws and regulations, and policies, procedures, and practices of assigned position.
- Evaluates, recommends, and develops improvements in operations, procedures, policies, or methods.
- Prepares and presents clear and concise reports, correspondence, policies, procedures, and other written materials. Researches, analyzes, and evaluates new service delivery methods, procedures, and techniques.
- Conducts research projects, evaluates alternatives, makes sound recommendations, and prepares effective reports including staff and Board reports.
- Effectively represents the Department and the Agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establishes and maintains a variety of filing, record-keeping, and tracking systems.
- Organizes and prioritizes a variety of projects and multiple tasks in an effective and timely manner; organizes own work, sets priorities for self and others, and meets critical timelines/deadlines.
- Uses tact, initiative, prudence, and independent judgment within general policy, procedural, and legal

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guidelines.

- Establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS

Education and/or Experience

Any equivalent combination of education and experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:

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, budget, financial analysis, payroll or a related field. At least one (1) year experience working as a technical or function lead is highly desirable.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Core Competencies

This position requires the incumbent to exhibit the following behaviors, knowledge, skills and abilities:

Advancing Inclusivity and Leveraging Diversity: Works to create a culture of inclusivity where individuals of diverse cultures, demographics, interpersonal styles, abilities, motivations or backgrounds are and feel valued for their unique perspective and talent; inspires and makes the most effective use of the capabilities, insights and ideas of all individuals.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer/Client Service: Meets/exceeds the expectations and requirements of internal and external customers and clients; identifies, understands, monitors, and measures the needs of both internal and external customers and clients; talks and acts with customers and clients in mind. Values and recognizes work colleagues as customers.

Effective Communication: Ensures important information is clear, concise and organized to be passed to those who need to know verbally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others. Actively listens and understands the audience to adapt messages appropriately. Applies knowledge of methods and techniques for the development of effective presentations, business correspondence, and information distribution based on audience needs.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Integrity: Exhibits honesty with oneself, coworkers, and customers. Stands up for what is fair, honest, ethical, and morally right even, in the face of opposition.



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Job Knowledge and Skill: Exhibits requisite knowledge, skills, and abilities to perform the position effectively including developing 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 and Financial Accounting Standards Board (FASB) for affiliate entities, and policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned position. Uses appropriate judgment & decision making in accordance with level of responsibility; and researches and reports on various topics using a broad range of methods, techniques, and procedures.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed; establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

Technical Skills: Exhibits requisite knowledge, skills and ability to perform duties using computers and peripheral equipment, and software skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn computer software programs as required by assigned tasks.

Work Environment/Physical Demands

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; however, 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. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, virtually 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 occasionally bend, stoop, kneel, 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.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]