

HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA

Approved: 09/14/04

Reviewed: 00/00/00

Revised: 00/00/00

FINANCIAL ANALYST
(FLSA Exempt)

DEFINITION/PURPOSE:

Plan, organize, coordinate, and monitor the accounting data and information for all Authority programs, projects, and financial activities. Conduct periodic reviews of ledgers and financial statement to ensure accuracy, consistency, reliability, and validity of entries. Establish consistent and systematic communications with department heads and program managers to resolve issues arising from interpretation of financial information. Assist department heads and program managers in preparation of their annual budgets. Provide objective analyses of prospective expenditures and revenues. Assemble the Authority's preliminary annual budget. Assist and provide continuing support to the Director of Finance.

DISTINGUISHING CHARACTERISTICS:

This single position management classification is distinguished by its responsibility for the continuing review and analysis of the agency-wide accounting information and financial statements and make recommendations to the Director of Finance concerning expenditure relative to the budgeted spending plan. It differs from all other classifications in that it solely responsible to the Director of Finance for the assembly of the preliminary budget and the analysis of departmental and program revenues and expenditures to assure effective and efficient use of available Authority funds.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct supervision and general direction of the Director of Finance, with significant independence.

The classification normally has no supervisory responsibilities; however, he/she may provide lead direction to assigned clerical employees involved in relevant data gathering in the preparation of documents and reports.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Identify, isolate, examine and analyze problems affecting the Authority accounting and budgetary process. Examine, analyze, and evaluate existing programs and establish measures to determine the operational and financial implications, through various analysis, studies, and reviews.

- Conduct comprehensive reviews and analyses of all entries to the General Ledger on a monthly or more frequent basis, as warranted, to assure accuracy, consistency, and adequacy of the financial statements. Prepare timely comprehensive reports summarizing findings and recommendations.
- Perform the financial management of all tax credit projects, capital grant programs, and reimbursement contracts. Coordinate, perform, and monitor a variety of fiscal control activities, and perform complete reviews of all supporting documents. Review and authorize all LOCC drawdowns.
- Administer those activities of the MIS system that relate to fiscal functions, accounting set up options, and formats, with emphasis on security and the control structure of the system.
- Provide a supportive and ancillary role to the Accounting Manager concerning fiscal data and related information, as required. Propose accounting adjustments and corrections to assure timely completion of all primary fiscal functions.
- Review and conduct of various accounting-related processing and control tests. Prepare, analyze, and oversee a variety of fiscal and/or budgetary analyses, reports, records, studies, and other related fiscal information. Assist in the preparation of grant applications and proposals.
- Prepare reports, memoranda, correspondence, and other forms of documentation associated with the duties and responsibilities of the classification. Prepare, complete and submit all HUD forms, related financial statements, and other required financial information within stipulated deadlines. Prepare and coordinate the assembly and preparation of periodic financial statements, reports, scores, and analysis, and make timely submittal to various funding agencies.
- Assist in the training of accounting and other operational personnel concerning the effective and efficient use of and quality assurance within the accounting system.
- Conduct internal review of all accounting and fiscal processes and assess the quality of the accounting information and reports. Make constructive improvements to enhance the operational value of accounting information and reports, and associated internal controls.
- Coordinate with fiscal staff and department managers in order to provide the external and internal auditors with all fiscal information requested.
- Confer with departments regarding budgetary and accounting problems and priorities, as requested. Review and analyze departmental and other operating unit requests for budgetary additions.
- In cooperation with the Accounting Manager, compile annual financial statements in accordance with GAAP, and gather all appropriate financial data and submit to HUD/REAC.
- Research and estimate revenue for the budget year. Review expenditures and revenues throughout the budget year.
- Attends management meetings on budget and accounting matters.
- Undertakes special assignments as directed by the Director of Finance.
- Make verbal reports and presentations to the Housing Advisory Commission, Board of Commissioners, and other bodies, as requested.

OTHER JOB FUNCTIONS:

- May represent the Authority at public meetings and conferences.
- May assume the responsibilities of supervising the fiscal staff during the absence of the Accounting Manager, as assigned.
- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge of – General accepted principles of accounting and budgeting. Procedures, techniques, methods, laws and regulations applying to accounting operations regulated under HUD. Principles and practices of budget development and administration, as well as personnel practices and administration.

Ability to – Plan, organize, direct, coordinate, and manage work in a manner conducive to full cooperation. Maintain confidentiality. Define problems, collect data, establish facts, and draw valid conclusions. Analyze, interpret and prepare concise financial statements and reports. Effectively utilize accounting and record keeping systems, including computerized systems. Comprehend and interpret complex rules, regulations and laws. Establish and maintain effective working relationships with Authority staff. Communicate complex ideas clearly and effectively both orally and in writing; and speak effectively before groups. Operate a personal computer, using Windows-based applications programs such as spreadsheets, word processing, and database applications.

Licenses and Certificates - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb, stretch, bend, and operate keyboard equipment. A majority of work is conducted in a standard indoor environment.

Other – Provide an annual Statement of Economic Interest.
- Provide proof of US citizenship or, if a non-citizen, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.
- Will be required to take a pre-employment physical examination.
- Bilingual fluency in English and Spanish or Vietnamese is desirable.
- Be bondable.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience – Four (4) years of increasingly responsible experience in accounting (preferably governmental accounting), including at least one year of evaluating financial statements, data and information of major public or private housing programs, including financial and budgetary analysis and controls. HUD and GAAP-based accounting experience in a public housing agency is highly desirable.

Education – Possess a Bachelor’s Degree from an accredited college or university with a major in accounting, finance, statistics, business administration, public administration, or a related field. Possession of a Master’s Degree from an accredited college or university in one of the related fields is desirable. Training in public housing finance from a recognized PHA educational service provider, e.g. NAHRO, Casterline, Nan McKay, is highly desirable.