



Job Description

Job Title: Financial Analyst
Report to: Chief Executive Officer
FLSA Status: Non-Exempt/Hourly

Job Statement:

The Financial Analyst is a critical member in the Finance Department. The Financial Analyst is responsible for Accounts Payable and assisting the contract CPA firm with the Housing Authority's bookkeeping and Tax Credit properties.

Duties and Responsibilities:

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, when appropriate. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Accounts Payable (60%)

- Manage all accounts payable and ensure proper authorization for purchase is met, receives invoices, purchase orders, and other payable documents
- Manage all vendor accounts and retain W-9s
- Track utility consumption for the AMPs and COCC
- Manage and process tenant refunds, reimbursements and petty cash

Human Resources: Finance (20%)

- Assist with the onboarding and off-boarding of all employees
- Implements and oversees as contracts with vendors providing employee benefits, i.e. CBIZ, Blue Cross/Blue Shields, Principle Pension, etc.
- Suggest improvements in accuracy, efficiency, and cost reduction of benefits
- Assist all employees with understanding benefit packages and getting signed up to receive benefits
- Assist supervisors with applying the Employee Handbook and makes suggestions to keep in line with regulatory compliance.

Assistance to Contract CPA Accounting Firm (20%)

- Assist with processing payroll and managing employee benefits
- Assist with the compliance for all LLC, LP, and subsidiaries of GMAHA and RICFC
- Assist with the various organizational audits

- Assist with monthly reconciliation, data submissions, and monthly/annual reports
- Assist with preparation of year end and month end financial closings
- Assist with preparation of W-2s and 1099s
- Provides clerical assistance to Chief Executive Officer

Qualifications and Knowledge:

- Bachelor's Degree in Business (or equivalent experience) required. One-year business school training or one-year related work experience in finance, data entry, bookkeeping, and clerical experience required.
- Knowledge of generally accepted accounting principles (GAAP), practices and techniques, basic bookkeeping principles, record keeping procedures and specific departmental procedures.
- Knowledge of generally applied HR policies and procedures.
- Ability to recognize and correct errors or discrepancies in routine accounting transactions.
- Advanced computer skills including proficiency in Microsoft Office products.
- Strong teamwork skills with the ability to communicate effectively with team members, clients, service providers and public.
- Understanding of low-income client populations.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to maintain confidentiality.
- Ability to regularly travel throughout the Authority's coverage area and occasionally travel out-of-town for various training opportunities and work-related activities, including weekends and overnight.
- Possession of a valid driver's license and insurability under the Authority's insurance carrier's standards.

Possess valid driver's license (required) to ensure eligibility for coverage under Authority fleet auto insurance.

The employee performs routine duties following established HUD and Housing Authority guidelines. Routinely, the employee may make decisions concerning residents or maintenance problems using personal judgment based on prior experience. Situations not covered by guidelines are referred to the supervisor or handled independently, depending on the circumstances.

A statement of interest, application and / or resume must be submitted to the CEO by close of business Tuesday, January 23, 2024. GMAHA is an equal opportunity employer and adheres to Section 504 of the Rehabilitation Act of 1973 by providing equal access to services, programs and activities for qualified individuals with disabilities.

Salary Negotiable

Position is open until filled.

Original application copies can be picked up /mailed or dropped off at Greater Metropolitan Area Housing Authority's main office located at: 621 17th Avenue, East Moline, IL. 61244.