



## Job Description

**Job Title:** Financial Analyst  
**Report to:** Chief Operating 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 Chief Operating Officer 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.*

### 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 RICHFC
- 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

### 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

#### **Miscellaneous Finance (20%)**

- Monitor expenditures/cash flow and provide appropriate reports
- Prepares bank reconciliation reporting each month as well as print SNPs
- Suggest improvements in accuracy, efficiency, and cost reduction
- Schedule all travel arrangements as needed

#### **Assistance to Chief Operating Officer (20%)**

- Assist with processing payroll and managing employee benefits
- Assist with the compliance for all LLC, LP, and subsidiaries of GMAHA and RICHFC
- 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
- Assist with organization of all financial files including employee files
- Assist with new hire orientation and new hire documentation
- Assist with submission of filings required for LLCs and subsidiaries to remain in good standing
- Provides clerical assistance to Chief Operating 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.
- 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.

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.

The above statements reflect the general details necessary to describe the essential functions of the position and may not be construed as a detailed description of all the work requirements that may be required during your employment. Your signature below constitutes your acceptance and understanding of the essential functions and requirements of this position.

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**Signature**

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**Date**