

**POSITION DESCRIPTION**  
**FNANCL ANAL, GS-1160-12**

SETID	HUD01	JOB CODE	FD0013	DATE	09/26/2009	OPM CERT #			
PAY PLAN	GS	SERIES	1160	GRADE	12	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	Fnancl Anal								
SPVY LEVEL	Other	POSITION SENSITIVITY	Non Snstv	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	1120
FLSA	Nonexempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER	Zakiyyah A Day								
CLASS STANDARD	GENERAL SCHEDULE STANDARD FINANCIAL ANALYSIS SERIES, GS-1160, TS-62 JUNE 1966								
DATE CLASSIFIED	04/12/2005								

**MAJOR DUTIES**

Financial Analyst  
 GS-1160-12

**I. INTRODUCTION:**

The incumbent serves as a member of a CPD Program Management Team or Program Support Team. The purpose of this position is to review, monitor, evaluate and provide technical advise and assistance on financial matters concerning CPD program awards and grantee financial systems and related documents. The incumbent is required to receive appropriate security clearances to access federal financial systems. The incumbent is expected to maintain and organize data obtained through or stored on computerized record keeping systems such as IDIS. The incumbent is expected to have a working knowledge of computerized consolidated plan and mapping software.

**II. MAJOR DUTIES AND RESPONSIBILITIES:**

**A. Financial Analysis**

The incumbent performs financial analyses and evaluation, and is responsible for planning, organizing and independently completing duties on assigned projects which are complex and are above average difficulty. All reviews are conducted in accordance with applicable Handbooks and review guidelines. The incumbent reviews new applications, grantee performance reports, financial documents, requisitions, amendments, grant documents, etc., for compliance with CPD Program regulations, Federal Management Circulars A-102, A-87, A-110, A-122, A-133, Part 85; applicable instruction memos from Headquarters Offices; and any amendments to these materials that may be issued.

The performance of the position requires the incumbent to make determinations on feasibility, methods and alternatives to proposals submitted by applicants, borrowers and recipients. Thorough knowledge must be exercised in analyzing the intricate and inter-related financial structures of public organizations, i.e. public works, parks, recreation, code enforcements, rehabilitation, new construction, water and sewer, etc.. The incumbent contributes directly to the success of economic development activities through accurate and complete analysis of financing structures. In performing work. The Financial Analyst is required to make a judgement, after reviewing the financial and operating statements of the grantees, as to whether further information or investigation is needed.

Assignments may cover, but are not limited to, reviews of Section 108 loan guarantee requests, rehabilitation lump-sum drawdown proposals, entitlement statements, Affordable Housing Program descriptions, program income statements, Cash Transaction Reports, homeless assistance program applications, grantee performance reports, technical assistance drawdowns and financial reporting statements, etc. The incumbent is required to use established methods and procedures for reviewing economic and financial conditions, to ensure the Department's goal for the elimination of waste,

fraud and mismanagement is continually addressed. The incumbent is also required to play a major role in developing financial terms and conditions deemed necessary to protect the Government's interests on CPD assistance and contract awards and is often called upon to develop unique or innovative approaches to resolving financial issues.

**B. Compliance Monitoring**

The incumbent may be called upon to remote monitor or field monitor all programs in accordance with applicable monitoring handbooks, circulars, guidelines, instructional memos, regulations or policy memoranda, etc. Compliance monitoring may include risk analysis, on-site or remote review, and written reports which include findings and recommendations.

**C. Training and Customer Service**

The incumbent is responsible for advising, assisting or training, HUD staff as well as local community officials, non-profit or for-profit entities, consultants or contractors on fiscal matters pertaining to CPD programs.

**D. Financial Management**

The incumbent is expected to maintain financial status records and be well versed in all aspects of financial management systems grantees use to receive HUD funds and report their utilization, including IDIS. The incumbent is expected to use and monitor the IDIS system to determine grantee compliance and program financial management practices. The incumbent is expected to thoroughly familiar with the IDIS system and to provide technical assistance to grantees in implementation and maintenance of the local system. The incumbent is expected to develop report and action recommendations which provide a logical explanation and reasonable basis for the conclusions drawn and recommendations made.

**III. OTHER DUTIES AND RESPONSIBILITIES**

**A. CLOSE OUT OF CPD PROGRAMS AND PROJECTS**

The incumbent prepares necessary correspondence to States, local governments and non-profit and for-profit grantees needed for closing out CPD grant awards or specific CPD program projects. As appropriate, conducts site visits and prepares financial documents and required correspondence in financial settlement of CPD projects. The performance of this function requires the incumbent to analyze financial arrangements and to determine relationships and inter-relationships that exist between Federally funded programs and local government entities, local housing authority or non-profit or for-profit organization participating in the program or project. The conformance or non-conformance with established policies and procedures must be determined. In addition, complex questions regarding regulatory and legislative requirements, or which establish policies based on known precedents, may be discussed with local government officials or officials of the housing authority or non-profit or for-profit organization, as appropriate.

Develops internal procedures for closeout of discretionary and CDBG grants using the guidelines established in HUD Handbook 6505.3 (6 77). Prepares correspondence to local entities covering the closeout of CPD programs and follows-up with CPD Program Management and local entities to assure receipt of documentation required in the close-out procedure. Tracks unused grant funds and draw rates.

**B. FISCAL MONITORING AND EVALUATION**

The incumbent monitors and evaluates the financial operations of each recipient as they effect HUD programs using risk analysis and field monitoring techniques. These methods include both in-house reviews, on-site visits or remote reviews of recipient organizations and sub-grantees to assess the

financial management systems and the documentation required to be maintained in the records. The incumbent is also required to review progress of recipients and sub-recipients in making improvements in financial systems, including correction of known weaknesses disclosed by accounting system inspections and audits. The analysis includes operations in sufficient detail to ascertain the degree of compliance with HUD and OMB requirements, including follow-up on monitoring letters and reports to ensure a timely response is received and following-up to close findings. The incumbent may also be called upon to establish and maintain an audits management system and reporting the status of all audits to Headquarters on a periodic basis.

The incumbent is responsible for establishing procedures and implementing the financial and fiscal management aspects of programs within the jurisdiction of CPD in the field office. The incumbent maintains fiscal oversight for CPD contracts to ensure they meet the financial and fiscal requirements for completion of projects, with particular emphasis on requirements for disbursement of funds. Duties of the incumbent may include, but are not limited to, review of project budgets, depository requirements, systems of internal control and accounting in keeping with applicable Federal requirements, periodic financial accounting, and periodic financial cost reports.

#### **C. RESOLUTION OF AUDIT FINDINGS AND CLOSE OF AUDIT REPORTS.**

The incumbent has responsibility for coordinating all responses to findings and recommendations, including contact with the Inspector General, other HUD staff, and the grantee. Coordinates clearance of all findings with other branches of CPD, the Inspector General for Audit, and necessary contacts by correspondence with local entities in the resolution and clearance of all findings.

The incumbent has responsibility for maintaining records covering all audits of CPD programs and programs which are administered or under the jurisdiction of the Office of Community Planning and Development. Records include due dates of audits, including when received and when cleared.

In performing his her duties, the incumbent will be expected to research statues, regulations, handbooks, OMB Circulars, audit guides, other cases and policy issuances to develop solutions to problems. The incumbent may request further interpretations of materials as the need arises. On his her initiative, coordinates and expedites administrative and fiscal activities involved in monitoring projects, project completion and closeouts and completions and terminations. The incumbent is required to make the necessary computations to determine final eligible project costs and final grant payables. The incumbent is responsible for coordinating the preparation of documents related to financial settlement and completion with appropriate CPD staff and grantees. Initiates administrative and fiscal actions and documents necessary to effect a completion or termination, including determining eligible costs chargeable and unexpended funds on terminated awards.

When Independent Public Accountant (IPA) audits are waived, the incumbent is required to perform a financial review of remaining grant funds, including a review of project accounts and records to determine whether costs claimed by grantees have complied with requirements of applicable statues and regulations.

The incumbent controls the review and follow-up action on audits.

#### **D. COST ALLOCATION PLANS**

The incumbent provides technical assistance during the development and implementation of the Cost Allocation Plan. He she is responsible for collecting information and determining acceptance or rejection of submitted Cost Allocation Plans. He she provides information gained through research of relationships and inter-relationships that exist among the Various entities submitting the Cost Allocation Plan. The final determination shall be made by the incumbent for all Cost Allocation Plans of with significant complexity or difficulty.

**E. PRIVATE MARKET AND DIRECT LOAN FINANCING**

The incumbent is responsible for initiating the financial documents necessary for private market or direct financing and for accessing LOCCS. The incumbent is responsible for conducting the necessary follow-up actions in connection with this financing. The incumbent is responsible for coordinating and informing the local agencies, by correspondence, for proper scheduling for financing of private market project notes on a timely basis, and preparing the necessary correspondence to local entities for actions required. The incumbent is responsible for reviewing the documents submitted, preparing the required documentation and transmitting them to the Program Manager Senior CPD Representative, Team Leader or Director for transmittal for the sale of the private market notes and or reversion to a direct Federal loan. The incumbent reviews the financing requirements with local agencies and program staff to reduce the outstanding private market project notes, and protection of the Federal Government's interest. The duties performed in connection with private market and direct loan financing cover private market financing that may be extremely complex in nature involving many organizations and public and private financial institutions and entities.

**F. ASSISTANCE TO GOVERNMENT AND NON-GOVERNMENTAL ENTITIES**

The incumbent is responsible for the analyses of financial reports, periodic statements and balance sheets from local entities rec

**JOB COMPETENCIES** (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

**EVALUATION STATEMENT**

1-7	1250
2-4	450
3-4	450
4-4	225
5-4	225
6-3	60
7-3	120
8-1	5
9-1	5

Total 2790 = GS-12 (2755 - 3150)