

*Angela Benson*

**POSITION DESCRIPTION  
FNANCLANAL, GS-1160-14**

SETID	HUD01	JOB CODE	HUD133	DATE	09/26/2009	OPM CERT #			
PAY PLAN	GS	SERIES	1160	GRADE	14	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	Financial Analyst								
SPVY LEVEL	Other	POSITION SENSITIVITY	Non Snstv	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	1120
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CYBER SEC CODE	00	DESCR	Not Applicable						
CLASSIFIER	Zakiyyah Margaret Colley Day								
CLASS STANDARD	GS PCS FOR FINANCIAL ANALYSIS SERIES, GS-1160, TS-62 JUNE 1966; INTRODUCTION TO THE POSITION CLASSIFICATION STANDARDS, PRIMARY STANDARD, TS-107, 8 91.								
DATE CLASSIFIED	04/29/2005								

**MAJOR DUTIES**

Financial Analyst  
GS-1160-14

**INTRODUCTION**

The incumbent of this position directs or performs analytical and evaluative work which requires a comprehensive knowledge of: - the theory and principles of finance as they apply to the full range of financial operations and transactions - the financial and management organization, operations, and practices of HUD organizations, -pertinent statutory or regulatory provisions, and - related basic economic, accounting, and legal principles.

The incumbent serves as the senior financial analyst for financial matters and provides expertise on matters relating to financing and financial management of agency programs.

**MAJOR DUTIES AND RESPONSIBILITIES**

Reviews and approves program budgets, reservation and obligation of funds, scheduling of payments, preparation of contracts, review and approval of financial or year end statements, generation of appropriate financial transactions; resolution of audit findings related to the financial transactions, resolution of audit findings related to the financial management of agency programs; analyzing data to keep abreast of program compliance and performance operations; serving as member of any team to assist in developing appropriate solutions to complex issues and problems identified by either remote or on-site monitoring or information provided.

**FACTOR LEVELS**

**Factor 1 - Knowledge Required by the Position**

- Knowledge of finance, accounting and organizational structures (i.e. LP, LLC, and Corporations).
- Knowledge of the various types of short-term and long-term financing options (including venture capital), their characteristics, and the business circumstances to which they would be applied.
- Knowledge of the theories, dynamics and factors underlying the assignment area to enable authoritative and independent handling of programs and functions.
- Knowledge of the roles, responsibilities and programs of government agencies, private sector interests, and others involved in the assignment area sufficient to guide and coordinate external contributions to programs and services and to disseminate information to concerned agencies.
- Knowledge sufficient to serve as a recognized technical authority in the program or function assigned to serve as an authoritative spokesperson to outside organizations.
- Strong verbal skills and writing ability, sufficient to speak and write convincingly to audiences including outside agencies and private sector representatives with divergent and conflicting views, on issues involved.
- Ability to effectively and independently analyze, and communicate sound and authoritative

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recommendations on, highly complex and sensitive business industry issues policies.  
--Ability to research and analyze financial data, draw conclusions and devise recommend solutions to unique situations.

### Factor 2 - Supervisory Controls

Work is assigned on a continuing basis, with the employee independently responsible and accountable for planning, managing and coordinating work necessary to meet program or functional objectives. Within broad administrative and policy guidance the employee defines and revises program approaches as judged necessary, and establishes external work relationships with public and private sector organizations to best serve assignment objectives. Technically, work is accepted as authoritative and unreviewed; completed assignments are considered in terms of resource utilization and fulfillment of goals. The employee refers issues of external conflict or political sensitivity for discussion and consults the supervisor for availability of additional personnel and or funding.

### Factor 3 - Guidelines

Guidelines consist principally of government and agency policy and priorities, relevant statutes and regulations, and administrative and management policies and procedures. Such guidance provides a broad framework within which the employee plans and develops assigned functions and programs. The employee works with considerable discretion and latitude in establishing cooperative relationships with other federal agencies, and in revising or developing guidelines and program procedures. Within the scope of the assignment, the employee develops guidance to be followed by others, and works as an authoritative agency expert in the subject-matter or functional area.

### Factor 4 - Complexity

The incumbent must consider, assess and frequently reconcile numerous and diverse variables and interests in developing program approaches and positions. Issues faced require extensive analysis, and decisions and recommendations reflect the need to balance empirical business and industry information with expert interpretation and analysis performed by the employee.

### Factor 5 - Scope and Effect

The purpose of the work is to plan, manage, and successfully execute a key element of the overall financial program of the organization. The employee impacts effectiveness of operations, quality of government products and services, and relationships with other agencies and with business and industry organizations.

### Factor 6 - Personal Contacts

Contacts are with program managers, top officials of the organization, and such individuals from outside the organization who represent the budget and program interests of other Federal agencies, contractors, and private business. Contacts normally take place at formal budget briefings, or negotiations.

### Factor 7 - Purpose of Contacts

Contacts are to plan and coordinate multi-program financial initiatives, to participate in negotiations and discussions; and to represent the organization on sensitive and controversial issues. Exceptional tact, diplomacy, persuasion and negotiating skills are required.

### Factor 8 - Physical Demands

No special demands are present.

### Factor 9 - Work Environment

Work is performed in a standard office setting.

**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.)

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**EVALUATION STATEMENT**

1-8	1550
2-5	650
3-5	650
4-5	325
5-5	325
6-3	60
7-3	120
8-1	5
9-1	5

Total 3690 = GS-14 (3605 - 4050)