

**POSITION DESCRIPTION**  
**FNANCL ANAL, GS-1160-11**

SETID	HUD01	JOB CODE	FP0043	DATE	06/04/2006	OPM CERT #			
PAY PLAN	GS	SERIES	1160	GRADE	11	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	FNANCL ANAL								
SPVY LEVEL	Other	POSITION SENSITIVITY	NCrit Sens	LEO POSITION		MEDICAL CHECK REQ.	No	BUS CODE	0015
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	
CLASSIFIER									
CLASS STANDARD									
DATE CLASSIFIED	06/29/1994								

**MAJOR DUTIES**

Financial Analyst  
 GS-1160-11  
 Office of Public Housing

**INTRODUCTION:**

This position is located in the Office of Public Housing in the Hub or Program Center. The incumbent is responsible for providing advice and assistance on financial matters to the housing authorities, and providing the cross-functional teams with assessments of the financial posture of the public housing authorities. These duties are performed either individually, or as a member of a team of specialists from other functional areas.

**DUTIES:**

The incumbent assists a senior Financial Analyst in completing the following duties or sections therefore:

1. The financial Analyst assesses the performance of the PHA's in the area of finance and budget for both Low Rent Public Housing and Section 8 programs, using budgets and applicable amendments, quarterly requisitions, tenants accounts receivable reports, and financial statements

2. Participates in cross-functional teams to conduct targeted performances assessments of specific housing authorities. Uses the Diagnosis, Problem Resolution, and Follow-up phases to review financial area such as:

- Cash management
- Budget and Fiscal controls
- Accounting records
- Investments and Cash in bank
- Internal records

Assists the teams in developing and carrying out recommendations when the housing authority management and local leaders are unwilling to improve resident living conditions.

3. Participates in cross-functional team efforts to conduct targeted compliance assessment of specific PHA's. Using Diagnosis, Problem Resolution, and Follow-up phases, performs in-depth reviews of such areas as:

- 24 CFR 85-36
- Annual Contribution Contracts
- Internal Controls Requirements
- Single Audit Act

Together with a senior analyst, takes action to either correct compliance violations by development tailored training packages, information dissemination etc., or recommending that potentially severe compliance issues be referred to the Inspector General.

4. Monitors compliance of all PHA's in the financial area e.g., sufficiency of operating reserves, designated check signatories, and adequate timekeeping procedures. Works with other financial analysts to identify financial trends.

5. Provides technical assistance to assigned housing authorities by responding to questions, and identifying technical assistance needs and assisting in the development of tailored packages to address those needs using strategic such as peer-to-peer networks and developing accounting systems and cash handling procedures.

6. Works with Financial Analyst counterparts in analyzing PHMAP scores data for all housing authorities and identifying trends, and assisting in the development of materials on e.g., financial management issues, regulatory guidance matter, and program changes for dissemination to the housing authorities.

7. Reviews budget requests, requisitions, and year-end statements for assigned authorities.

8. Participates in team assignments involving resolution of audit findings, and review of CIAP applications, PHMAP appeals and certifications, Resident Initiative grant applications, and Demo Dispo Conversion requests.

9. Utilizes available computer equipment and data systems to maintain current PHA data, track PHA performance trends and compliance issues and generate appropriate work products.

**SUPERVISORY CONTROLS:**

Assignments are given in general terms via overall office goals and objectives. The incumbent and the supervisor, in consultation, develop deadlines and project requirements through analysis of PHA performance data, coordination with cross-functional teams involved with PHA-specific issues problem, and the specific needs of the PHA's. The incumbent is responsible for carrying out most assignments independently coordinating the work with others as necessary. She he keeps the supervisor informed of progress and potentially controversial matters.

**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**