

POSITION DESCRIPTION
FNANCL ANAL, GS-1160-09

SETID	HUD01	JOB CODE	FP0016	DATE	05/27/2005	OPM CERT #			
PAY PLAN	GS	SERIES	1160	GRADE	09	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	Nonexempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	
CLASSIFIER	William A Boykins								
CLASS STANDARD	PCS FOR FINANCIAL ANALYSIS SERIES, GS-1160; TS-62 JUNE 1966 AND THE PRIMARY STANDARD								
DATE CLASSIFIED	05/27/2005								

MAJOR DUTIES

The Financial Analyst position is located either in the HUB Field Office, or Program Center. This developmental position performs analysis and advisory assignments related to the financing and financial management of PHA programs. The incumbent serves as an advisor for financial matters relating to the Public Housing Agencies (PHA). The Financial Analyst provides expertise on matters relating to financing and financial management of PHA programs. Responsibilities include review and approval of 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 management of PHAs; analyzing data to keep abreast of program compliance and performance operations; serving as a member of any team to assist in developing appropriate solutions to complex issues and problems identified by either remote monitoring or information provided by the Assessment Center; and providing expert advice and guidance on complex issues.

As an advanced- trainee, the incumbent specifically:

Serves as a technical representative for all public and assisted housing programs in areas such as:

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

Assesses the performance or the PHM in the areas or 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.

Participates in team efforts to conduct targeted compliance assessments or specific PHA's in-depth reviews or such areas as:

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

Takes action to either correct compliance violations by developing tailored training packages, information dissemination etc., or recommending that potentially severe compliance issues be referred to the Inspector General.

Participates in regular team meetings to assess Finance issues and trends across the jurisdiction of the office. Participates, as assigned required on special project teams, to address and resolve issues that cross-functional program lines.

Assists the Office Director, subordinate supervisor or Team Leader in monitoring and evaluating Management or performance Plan goals, including input and feedback into the development and

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analysis of diagnostic data. Monitors and tracks accomplishment as assigned and provides input into the Management Plan reports, analyzes reports submitted on shortfalls, clarifies issues, resolves problems relating to goals achievement.

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 and coordinates as necessary with cross- functional experts to develop strategies for dealing with these broad trends.

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 strategies such as peer-to-peer network and developing accounting systems and cash handling procedures.

Assists in the development of analytical papers as assigned.

Assists in the development of appropriate strategies, tools and procedures to address identified performance deficiencies and problem solving.

Takes action to either correct compliance and performance violations by developing tailored training packages, information dissemination, etc, or recommending that potentially severe compliance issues be referred to the Inspector General.

Works with senior financial analysts in analyzing Assessment Center scores data for all housing authorities and identifying trends, and developing material on e.g., financial management issues, regulatory guidance matters, and program changes for dissemination to the PHA's.

Explores non-BUD sources of technical assistance (e.g., non-profits, universities, etc.), and facilitates effective partnerships between BUD residents and PHA management.

Prepares and submits various special statistical, programmatic and administrative region- wide written reports, evaluations, plans and strategies for the Office Center, as applicable, (on problems, issues, budgets, training need assessment, travel and most effective utilization of resources.

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

Provides advice and guidance on situations for PHA's on unique situations and also provides advice and guidance to PHA's on unique cases which have not been previously encountered and for which there are no national procedures or experience.

Assists in the control, monitoring, sub-assignment and oversight of allocation of development, grant, modernization and subsidy funding for the Office Center.

Processes special requests, waivers, controlled correspondence and other correspondence as assigned.

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

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

If the incumbent is assigned to the HUB Field Office or Program Center, serve as liaison to the Section 8 Management Center, for geographic area or programs assigned.

Factor 1 - Knowledge Required by the Position

Knowledge of rules, regulations and statues pertaining to the financial management or funding aspect of all public and assisted housing programs administered by PHA.

Knowledge of the oversight process in order to effectively analyze and administer PHA financial operations.

Knowledge of trends in pertinent programs in order to develop realistic intervention strategies and to provide management and staff in the HUB field offices or Program Centers with information upon which to develop solutions to any significant downward performance trends developing at non-troubled PHA

Knowledge of operating guidelines governing administrative programs to help initiate program changes.

Skill in briefing managers and in communicating tentative recommendations regarding efficiency in program operations.

Factor 2 - Supervisory Controls

The position is under the general supervision of the Director in the HUB Field Office or subordinate supervisor. The supervisor assigns specific projects in terms of issues, organizations, functions, or work processes to be studied and sets deadlines for completing the work. The incumbent plans, coordinates, and performs the steps to complete the project. The supervisor for consistency as well as contribution to the overall project reviews completed work. The supervisor reviews findings and recommendations developed by the incumbent.

Factor 3 - Guidelines

Guidelines consist of standard Federal regulations and organizational directives such as Departmental regulations and HUD-PHA contractual agreements. Procedural guidelines are not always applicable to specific project assignments; therefore, the incumbent must use judgment in selecting or adapting guides. The incumbent analyzes results and makes tentative recommendations regarding studies of work processes and procedures.

Factor 4 - Complexity

The work involves areas with diverse and unique functions such as performing reviews and analysis of financial documents submitted by PHAs. Assignments require the analysis of issues for effectiveness, efficiency, and productivity. The incumbent makes decisions regarding what needs to be done based on an analysis of the subject under review. The incumbent identifies the conditions involved and analyzes the information gathered to determine the appropriate steps and to provide tentative recommendations.

Factor 5 - Scope and Effect

The work involves receiving and reviewing financial and funding documents and making a determination of their accuracy and completeness and studies of administrative and managerial processes and procedures to assess productivity, effectiveness, and efficiency of program operations. The studies may involve one or several organizations and may affect the administrative methods of the organization, managerial processes, or the operating unit within the organization.

Factors 6 7 Personal Contacts Purpose of Contacts

Contacts are with employees, supervisors, and managers in the agency but outside the immediate organization, including representatives from offices located elsewhere. Contacts are to coordinate plans, gather information, and give advice on resolving problems on shared work efforts.

Factor 8 - Physical Demands

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The work is primarily sedentary, requiring no special physical demands.

Factor 9 - Work Environment

Work is performed in a typical 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.)

EVALUATION STATEMENT

1-6	950
2-3	275
3-3	275
4-3	150
5-3	150
6-2	25
7-2	50
8-1	5
9-1	5

Total 1885 = GS-9 (1855 - 2100)