

Kentucky Housing Corporation Job Description

Job Title: Financial Analyst TAP

Work Group: Tenant Assistance Programs

FLSA Status: Exempt

GENERAL PURPOSE OF THE JOB: Responsible for serving as the Tenant Assistance Programs (TAP) lead for financial oversight, compliance, and program performance for the following: Housing Choice Voucher (HCV) Program, Olmstead program, and Project Based Contract Administration (PBCA). Responsible for leading and/or providing backup for essential financial processes. Manages financial resources, analysis, and reporting to assure program goals and operations are following financial plans and adhere to regulatory requirements. Responsible for identifying and communicating programmatic financial trends and forecasting both internally to KHC staff and externally to HUD and other partners. Completes high level administrative and technical duties relative to program financial oversight.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for monthly submission of the Voucher Management submission (VMS) documentation for the HCV program through the United States Department of Housing and Urban Development (HUD's) Secure System website:
 - Ensures monthly submission is completed within HUD required timeframes
 - Compiles and ensures accuracy of program data prior to submission
- Provides backup to Assistant Director, PBCA on the following:
 - Monthly voucher report tracking for PBCA properties to monitor timely payment to property owners
 - Processing monthly Housing Assistance Payment (HAP) to property owners
 - Processing PBCA property operating cost adjustments (OCAF)
- Provides backup to Program Subsidy Supervisor:
 - Bi-monthly HCV HAP Processing to participating landlords and tenants; including researching and reconciling discrepancies noted on prepayment reports
 - Processing calendar year end Form 1099s for participating HCV landlords
 - Conducting utility provider surveys and updating utility allowance charts annually
- Responsible for monitoring department financial performance:
 - Monitoring HCV program expenses versus administrative fee income which includes tracking and forecasting costs and making recommendations for best use of federal funds
 - Monitoring PBCA expenses versus administrative fee income, including making recommendation for best use of federal funds
 - Developing and monitoring the multimillion-dollar annual budgets for multiple cost centers for HCV and PBCA
 - Monitoring Budget Versus Actual spending for each program to analyze program performance and flag issues
 - Oversight of program audits and monitoring conducted by HUD, external auditors, and Kentucky Cabinet for Health and Family Services (CHFS).

- Processes TAP departmental invoices for payment via appropriate systems, including:
 - Family Self Sufficiency (FSS) program escrow disbursements to HCV program participants meetings defined goals
 - Family Unification Program (FUP) security and utility deposits to participating HCV landlords.
- Provide financial data and reports:
 - As requested by department Director, Deputy Executive Director, Chief Financial Officer, and Corporate Controller
 - Monthly HCV Check Registers to KHC's accounting department
 - As requested to KHC's Corporate Program & Accountability and Internal Audit departments
- Responsible for maintaining up-to-date knowledge of HCV and PBCA program regulations and requirements, specifically requirements for financial reporting. Communicates financial analysis for multiple programs to TAP staff, KHC's executive management, and HUD.
- Technology Use:
 - Works with multiple databases to gather data, create Excel spreadsheets, and report to HUD.
 - Ensures HCV software program financial data is current and accurate for federal reporting
 - Ensures PBCA software program financial data is current and accurate for federal reporting
 - Creates Excel spreadsheets for financial tracking and reporting
 - Accesses multiple, electronic HUD reporting systems to report data within specific timeframes

Knowledge, skills and abilities required of the position:

<u>KNOWLEDGE OF:</u>	<u>SKILL IN:</u>	<u>ABILITY TO:</u>
<input checked="" type="checkbox"/> Federal housing programs, laws and regulations	<input checked="" type="checkbox"/> Collecting, analyzing and evaluating data	<input checked="" type="checkbox"/> Plan and organize work activities
<input checked="" type="checkbox"/> Grant programs/compliance monitoring	<input checked="" type="checkbox"/> Dealing with a diverse group of external and internal contacts at all levels	<input checked="" type="checkbox"/> Prepare reports
<input checked="" type="checkbox"/> Principles and practices of Accounting/Audit	<input checked="" type="checkbox"/> Analyzing problems and reaching solutions	<input checked="" type="checkbox"/> Present ideas effectively
<input type="checkbox"/> Crystal Reports software	<input checked="" type="checkbox"/> Developing, implementing and coordinating of policies and procedures	<input checked="" type="checkbox"/> Handle sensitive/confidential information
<input checked="" type="checkbox"/> Word processing/spreadsheet applications such as Microsoft Word/Excel	<input type="checkbox"/> Assigning, managing and coordinating activities of staff	<input type="checkbox"/> Travel extensively throughout the state which may include overnight stays
<input checked="" type="checkbox"/> Basic rules of grammar and business writing		<input type="checkbox"/> Develop work plans and implement projects independently
<input checked="" type="checkbox"/> Basic mathematic principles		<input checked="" type="checkbox"/> Work in unsupervised environment

Additional Information: Position requires knowledge of MS Office Suite products. Position requires ability to work effectively with a wide variety of people, including external contacts as well as cross-departmental teams; ability to work in a team and as an individual to gain consensus; ability to multitask; ability to deal effectively with conflict; ability to work well under high pressure situations; ability to plan and present ideas effectively, both verbally and in

writing; ability to plan, organize, and coordinate activities of staff. Position requires strong analytical skills, including problem-solving, and attention to detail to ensure a high level of accuracy. Must have ability to work under minimal supervision. Knowledge of specialized tenant software preferred. **Position may require use of personal vehicle to travel during course of business.**

Education Requirements: This level of knowledge would normally be acquired through completion of a bachelor's degree in business administration, accounting, finance, management, real estate or related field. Four years' related experience may be substituted for degree requirements.

Experience Requirements: Position requires more than three years' experience working in a responsible position in a professional office environment including responsibilities related to tenant assistance programs and/or state or federal housing programs. Experience with HUD's Housing Choice Voucher Program or comparable rental assistance experience is essential. Experience with specialized software preferred.

TRAVEL REQUIREMENTS: How much travel is required for this position?

	None	<50%	>50%
In-state	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Out-of-state	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overnight	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL INFORMATION: Include any other information that will aid in the preparation of an accurate description of this job.

Position may require use of personal vehicle to travel during course of business

Required Competencies

Written Communication: Is able to write clearly and succinctly in a variety of communication settings and styles. Has the ability to get messages across that have the desired effect.

Customer Focus: Dedicated to meeting the expectations and requirements of internal and external customers.

Ethics and Values: Adheres to the corporate values of respect, commitment and integrity.