

# Kentucky Housing Corporation Job Description

**Job Title:** Program Financial Analyst

**Work Group:** Corporate Planning and Accountability

**FLSA Status:** Exempt

**GENERAL PURPOSE OF THE JOB:** Briefly describe the job's primary purpose or contribution to the department or the organization:

Responsible for ensuring the Kentucky Housing Corporation complies with all federal, state, and local grant regulations; ensuring allocations are accurate and expenses are recorded and documented in accordance with grant requirements. Advises the Corporation's decision-makers on grant fund distribution recommendations as well as monitors the fund's expenditures, balance, and related internal control and financial activity Performs financial analysis and projections for grant, budget and revenue sources.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develops, implements and evaluates grant policies, procedures, accounting and financial information systems in accordance with KHC's core values, as well as federal, state, and private grant regulations; establishes financial controls and systems for new and existing grants/programs. Prepares annual allocation plan for corporate funding sources in collaboration with executive management and accounting. Provides quarterly update on the financial status of corporate established funds, federal and state grants, and various corporate programs.
- Creates and monitors quality control functions of financial resources to ensure proper procedures are adhered to and accurate disbursements and credits of funds are being accounted for. Creates and develops financial tracking and reconciliation reports through various systems, including KHC's fund management software, HUD's required systems, accounting software, and crystal reports. Produces reconciliation reports weekly.
- Conducts operational and organizational studies of financial systems; analyzes and researches alternatives for improving the system and prepares written recommendations. Builds spreadsheets of financial, economic, and other data and uses tools and formulas to generate forecasts of financial and revenue impacts and grant expenditure projections. Creates financial models; performs financial analysis and statistical computations and develops and analyzes benchmarking and performance management tools.
- Monitors grant funds, resolves accounting and reporting issues as necessary; identifies issues, concerns and works to collaboratively solve them with the Controller and Accounting Department. Provides financial and budgetary advice and counsel to department leadership in carrying out day-to-day business responsibilities.
- Prepares the annual operating budget and funding allocation plan.
- Responsible for grant fund set-ups, modifications, draws, close-outs and reconciliations in multiple financial systems. Serves as back-up for the Program Funding Specialist(s); reviews and approves draws.
- Assists the Controller in the process of the Single Audit, grant monitoring visits, or other regulatory inspections, which includes the annual Audit of Federal Awards required under Office of Management & Budget (OMB) and the preparation of the Schedule of Expenditures of Federal Awards (SEFA); analyzes data and prepares or oversees the development of detailed financial reports and year-end schedules.

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

**Additional Information:** General knowledge of various program areas, including federal and state resources and how they are utilized to create and fund affordable housing projects. Research and analyze complex accounting and financial data; prepare clear and concise financial reports as well as interpret, explain, evaluate and recommend accounting and financial policies and procedures. Position requires strong analytical and organizational skills, including problem-solving and attention to detail. Position requires knowledge of MS Office Suite products. Proficiency in Excel and knowledge of Crystal Reports is preferred. 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 plan and present ideas effectively, both verbally and in writing.

**Education Requirements:** This level of knowledge would normally be acquired through completion of a bachelor's degree program in business administration, accounting, economics, finance, management or public administration from an accredited college or university. A minimum of four years' related experience may be substituted for the degree requirements.

**Experience Requirements:** Position requires more than three years' experience in a professional position with experience in accounting practices and tracking of funds through multiple computer financial systems. Experience with federal housing programs preferred, but not required. Experience analyzing data and generating reports is a preference.