

**JOB ANNOUNCEMENT**

**Eligibility: Pueblo Housing Authority Employees**

**and Qualified Public**

**(Reposting)**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**July 14, 2020**

**The Housing Authority of the City of Pueblo has an opening for the position of Financial Analyst. This is a full-time position with a yearly salary of $60,000. Please review the attached job description and qualifications carefully before completing an application.**

**If you have any questions regarding this position, please contact Deb Dagnillo in the Human Resources Department.**

**Applications may be obtained at the Central Management Facility, 201 S. Victoria Ave, or Mineral Palace Office, 1414 N. Santa Fe Ave, between 8:00 a.m. and 4:30 p.m. or on our website at** [**www.hapueblo.org**](http://www.hapueblo.org) **Job posting will remain open until position is filled.**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**HOUSING AUTHORITY OF THE CITY OF PUEBLO**

**DATE: 6/20**

**TITLE: Financial Analyst**

**General Purpose**

Grows financial performance through analysis of financial results, forecasts, variances, and trends. Creates recommendations to be presented to management and executives. Develops financial models to support valuation, planning, and forecasting. Aids in the capital budgeting and expenditure planning processes. Reconciles existing transactions through cross-referencing of incoming and outgoing data. Conducts comparability analysis, and market research to support internal financial analysis. Maintains up-to-date technical knowledge of financial instruments, market conditions, and trends. May perform other duties as requested by supervisor.

**Essential Duties and Responsibilities**

● Performs financial forecasting, reporting, and operational metrics tracking.

● Analyzes financial data and creates financial models for decision support.

● Reports on financial performance and prepares for regular leadership reviews.

● Analyzes past results, performs variance analysis, identifies trends, and makes recommendations for improvements.

● Works closely with the accounting department to ensure accurate financial reporting.

● Evaluates financial performance by obtaining, comparing and analyzing actual results with plans and forecasts.

● Guides cost analysis processes by establishing and enforcing policies and procedures.

● Provides analysis of trends and forecasts and recommends actions for optimization.

● Recommends actions by analyzing and interpreting data and making comparative analysis; studies proposed changes in methods and materials.

● Identifies and drives process improvements, including the creation of standard and ad-hoc reports, tools, and excel dashboards.

● Increases productivity by developing automated reporting/forecasting tools.

● Performs market research, data mining, business intelligence, and valuation comps.

● Maintains a strong financial analysis foundation creating forecasts and models.

**Education, Training and Experience**

● Four-year degree in Accounting or Business Administration from an accredited college or university or equivalent work experience. Master’s degree preferred.

● One - three years of business finance or equivalent combination of experience and education. Three – five years’ experience preferred.

**Knowledge and Skills**

**●** Considerable knowledge of applicable HACP operating policies, procedures, and federal funded program or HUD regulations; applicable federal, state, and local laws, regulations and guidelines and modern principles, practices, and techniques of accounting, budgeting, financing, and financial reporting procedures and requirements.

● Thorough knowledge of data processing principles and practices; modern principles, practices and techniques of governmental funded program management and some HUD accounting handbooks and guidelines.

● Thorough knowledge of computer-based accounting systems and experience with spreadsheets, and data bases. Advanced knowledge of Excel.

● Excellent knowledge of governmental funded program policies, procedures, and regulations.

● Strong analytical and gathering skills.

● Ability to make good judgements and decisions.

● Strong quantitative and analytical competency.

● Excellent interpersonal communication and problem-solving skills.

● Strong organizational skills with attention to detail.

● Valid Colorado driver’s license and eligibility for coverage under HACP fleet auto insurance is required.

**Materials and Equipment Used**

Standard office materials and equipment

**Supervisory Responsibilities**

Employee does not have any supervisory responsibilities.

**Working Environment and Physical Responsibilities**

Indoor work involves sitting for extended periods in an office environment with frequent exposure to distractions and interruptions. May involve physical exertion, such as kneeling, crouching, or lifting files and records and eye strain from working with computers and other office equipment. The work involves the normal risks and discomforts associated with an office environment but is usually in an area that is adequately heated, lighted, and ventilated.

***The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel within this classification***.