

HOUSING AUTHORITY of the COUNTY OF MONTEREY

Approved: 04/05
HACM

FINANCE SPECIALIST I

DEFINITION/PURPOSE:

Perform the difficult to complex professional accounting, budgeting, and financial reporting of various properties and projects of the Authority. Assist in the development of department operational budgets, financial statements, and reports. Analyze budget variances and a variety of other analytical tasks related to the operational activities.

DISTINGUISHING CHARACTERISTICS:

This classification is responsible for the professional accounting and budgetary analysis associated with the day-to-day operations of the Authority concerning those activities that are subject to conventional funding. This is the first full professional level of the Financial Specialist series. It differs from the classification of Financial Specialist II in that the latter performs the most complex accounting and deals with intricacies of development and the associated multiple and diverse funding sources.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct supervision and general administrative direction of the Assistant Director of Finance and may receive lead direction from a Finance Specialist II. The Financial Specialist I has no supervisory responsibilities.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Perform confidential professional accounting tasks, including complex account reconciliations, reporting, and analysis; serve as a back-up for payroll expense recording, reporting, and analysis.
- Prepare budgets for the conventional aspects of programs of all departments and assist with the development and preparation of the Authority-wide budget.
- Work with the various department managers in the preparation of necessary budget revisions, as necessary.
- Analyze monthly budgetary variances for expense control purposes and prepare applicable reports.

- Research and prepare monthly operational financial reports and schedules for each of the departments and the Authority. Research and prepare similar quarterly, semi-annual and annual reports and schedules for Authority and County, State, and Federal agencies.
- Assist in the preparation of year-end schedules for auditors and perform special account analysis for the audit.
- Enter, adjust, and maintain information in the Authority's computer system. Maintain financial statement formats for Board reports and internal reporting.
- Analyze and document internal controls.
- Analyze monthly administrative and maintenance charges cost accounting and allocation systems for accuracy and reasonableness.
- Confirm accuracy of general ledger on a test basis.
- Undertake special projects as requested by the Assistant Director of Finance.
- Work with department heads and key staff to remedy internal and external audit findings through technical assistance and training.
- Monitor expenditures by and accountability of agency officials, as well as evaluate the accuracy of agency reports and records.
- Undertakes special studies and assignments as directed by the Assistant Director of Finance.
- Advise Assistant Director of Finance, in a timely manner, on necessary actions, problems or requirements.
- Assist in the development of department policies and procedures implementing Federal, State, and local directives, statutes, and other Authority programs.
- Maintain regular and consistent attendance.

OTHER JOB FUNCTIONS:

- May represent the Authority at public meetings and conferences.
- Assist in the preparation for audits and assist auditors as necessary.
- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Federally subsidized housing programs and housing rehabilitation programs and practices, and the related financial and accounting/auditing requirements. Principles and practices of governmental accounting, budgeting, and finance, and related laws and regulations. Concepts and techniques of financial analysis. Principles and practices of budget development and administration. Applicable public housing laws, and agency rules, regulations, and standards. Modern office procedures and computer applications to accounting and financial analysis.

Ability to – Analyze and interpret financial data and prepare difficult and complex, financial statements, reports, and analysis. Comprehend and interpret complex rules, regulations, and laws. Forecast trends and conduct variance analyses. Prepare and administer large and complex budgets. Establish and maintain effective working relationships with those contacted in the course of work. Communicate complex ideas clearly and effectively both orally and in writing; and speak effectively before groups.

Maintain confidentiality. Operate a personal computer using various Windows-based applications programs. Maintain the mental capacity to make sound decisions and the physical ability to perform the assigned tasks.

Licenses and Certificates – Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time in an indoor office environment, climb, stretch, bend, and operate keyboard equipment. Have the visual and auditory capacity to operate with the perception and discrimination required by the classification.

Other – Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- Be insurable by the Housing Authority's insurance carriers.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities is:

Experience – Three (3) years of increasingly responsible experience in accounting, financial analysis, or financial program evaluation, including the development of operational budgets. Experience in implementation of federal, state, and local laws, regulations, and related directives is desirable.

Education – Possess a bachelor's degree from an accredited college or university with a major in accounting, finance, business administration, or a closely related field. Possession of a master's degree from an accredited college or university in one of the related fields may be substituted for one year of required experience.