

HOUSING AUTHORITY of the COUNTY OF MONTEREY

Approved: 06/01
HACM

FINANCE SPECIALIST II (FLSA Exempt)

DEFINITION/PURPOSE:

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

DISTINGUISHING CHARACTERISTICS:

This classification is responsible for the professional accounting and budgetary analysis associated with the specialized properties and diverse development projects of the Authority and those other activities that are subject to specialized or public/private funding. This is the second full professional level of the Financial Specialist series. It differs from the classification of Financial Specialist I by the responsibility to perform the most difficult and complex accounting and deal with intricacies of development and multiple funding sources. It differs from the Finance Director in that the latter has overall responsibility for the planning, directing, and coordinating all aspects of the Authority's financial reporting programs.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct supervision and general administrative direction of the Finance Director.

The Financial Specialist II has no supervisory responsibilities; however, may provide lead direction to departmental technical and clerical employees.

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

- Responsible for coordinating the preparation of budgets for the specialized aspects of programs and developmental activities of the Authority and assisting with the development and preparation of the Authority-wide budget.
- Work with the various department managers in the preparation of specialized budget revisions and treatments of budget changes required as a result of diverse funding sources, as necessary.

- Analyze monthly budgetary variances for expense control purposes and prepare applicable reports.
- Research and prepare monthly specialized financial reports and schedules for each of the properties and/or development projects for the Authority and other agencies or funding sources as necessary. Research and prepare similar quarterly, semi-annual and annual reports and schedules for Authority and other agencies and funding sources.
- Assist in the preparation of year-end schedules for auditors and perform special account analysis for the audit.
- Enter, adjust, and maintain necessary information in the Authority's computer system. Maintain financial statement formats for Board reports and internal and external reporting utilizing those formats required of the various funding agencies or private sources.
- Analyze and document internal controls required by various funding sources.
- 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 the most difficult special projects as requested by the Finance Director.
- Work with department heads, other agency and private funding sources, and their key staff to remedy internal and external audit findings through application of technical assistance and training.
- Monitor expenditures by and accountability of agency officials, as well as evaluate the accuracy of agency reports and records.
- Advise Finance Director, in a timely manner, on necessary actions, problems or requirements. Bring opportunities for innovative use of funds to the attention of the Finance Director.
- Assist in the development of department policies and procedures implementing Federal, State, and local directives, statutes, special funding, 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.

Principals 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 – Four (4) years of increasingly responsible experience in a accounting, financial analysis, or financial program evaluation, including the development of operational budgets. Experience in implementing 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.