

HOUSING FINANCIAL ANALYST

KIND OF WORK

Professional financial analysis and financial management work.

NATURE AND PURPOSE

Provides high-level analytical work under limited supervision for the purpose of managing the agency's financial resources and predicting its future economic viability.

This class differs from the Housing Financial Analyst Senior in the areas of seasoned judgment, level of risk-taking, and expectation of risk responsibility. Examples of work, as provided here, could be the same for both classes. A Housing Financial Analyst demonstrates solid judgment and responsibility with short-term problem solving and maintenance of a sound business portfolio. Risk responsibility may have a more immediate impact to business processes or the overall portfolio.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Analyzes financial information looking for reasonableness, trends, and errors by utilizing analytical procedures and broad-reaching knowledge; recommends corrections or adjustments to the data or to the method of accounting for it.

Prepares cash flow projections, documents assumptions and findings, makes recommendations about future courses of action based on analysis; creates statistical models of agency revenues and expenses in order to forecast future financial performance; proposes solutions to forecasted liquidity or parity shortages.

Manages program and administrative funds; may make or recommend investment decisions.

Manages the agency's debt including working with legal counsel, investment bankers, financial advisors, rating agencies, and the investment community; assures that the agency's tax-exempt status is maintained for its bonds.

Administers the public disclosure of information to investors by directing the production of disclosure reports by clerical and accounting staff, by assuring uniform responses to investor inquiries, by reviewing and revising disclosure policies with management and legal counsel, and by staying current on industry disclosure requirements.

Negotiates and administers agency contracts; directs support staff and management in the policies governing contract administration; interprets rules and acts as a liaison with other state agencies to properly administer agency contracts.

Develops budgets and budget reports for internal management and for submission to the legislature; responds to budget questions; prepares the commissioner with explanations of the biennial budget for the legislature; negotiates with and educates the Department of Finance in matters unique or unusual to the agency.

May lead other clerical, accounting, and finance personnel by assigning, reviewing and monitoring their work, by training them on technical matters, and by coaching them on performance.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Technical Competencies:

Knowledge of accounting principles, procedures and practices sufficient to analyze and research changes and trends and describe their implications, direct and coach staff in implementation of accounting principles, oversee production of or prepare complex financial reports.

Knowledge of agency programs and policies sufficient to interpret and explain impacts to customers and other interested parties, to apply them to resolution of problems, and to apply them to business functions.

Knowledge of budgeting and cash flow projections sufficient to optimize agency use of available funds and effectively recommend or take preventative measures to ensure optimal use of available funds.

Knowledge of bond financing and investment sufficient to manage the bond issuance process and ensure continuous financing of agency programs; may be called upon to provide substantive input to investment decisions.

Work Management Competencies:

Ability to facilitate or coordinate projects sufficient to determine allocation of work, monitor production and performance, and accomplish the project's goals.

Ability to initiate, develop and evaluate improvements and identify best practices in departmental processes sufficient to support continuous quality performance and improvement on an agency level.

Ability to analyze and solve complex business problems with incomplete or ambiguous information sufficient to provide meaningful information and make sound business decisions.

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Ability to use computer systems and applications sufficient to evaluate new operations, functionality and outputs, direct system developers, identify and recommend long term information system needs.

Interpersonal Competencies:

Ability to communicate orally and in writing sufficient to explain and interpret difficult financial concepts to financial or non-financial audiences, and to ensure that agency decision makers are current on the status and condition of agency finances.

Ability to coach and mentor others, provide direction and support to team members, build team morale and foster cooperation.

Est.: 1981

Rev.: 1998

T.C.:

Former Title(s):