The North Charleston Housing Authority is seeking qualified applicants for the position of Budget & Financial Analyst. Work involves PR, AP, AR, GL & FS analysis, budget, audit schedules, contracts. Position reports to Director of Finance.

Min qualifications: BS Degree in Accounting or Finance from an accredited four-year college or university, 2 years progressive professional experience in budgeting, analysis, financial reporting, GL, AP, AR, PR and construction or equivalent combination of education and experience. Public Housing experience preferred, but not required. Candidate must possess strong analytical & written skills. Strong working knowledge of MS Word and Excel. Must possess and maintain a valid State driver’s license. Drug and Background checks required. Please no phone calls or faxes.

Interested applicants must mail resumes to:
North Charleston Housing Authority
Attn: Quiana Abney, Director of Administrative Services/HR
P.O. Box 70987, North Charleston, SC 29415 or
gabney@nchashousingauthority.com
Position is open until filled
EOE
NORTH CHARLESTON HOUSING AUTHORITY

JOB TITLE: BUDGET & FINANCIAL ANALYST

DEFINITION & PURPOSE:
Under general supervision, performs professional administrative and accounting work in the operation of the Finance Department. Work involves performing work at the highest professional level and maintaining a comprehensive set of accounting records; assisting in the preparation of the financial statements, conducting accounting analysis and monitoring all HUD issued grants to ensure compliance in accordance with the Procurement Policy. Reports to the Director of Finance.

CHARACTERISTIC FUNCTIONS & DUTIES:

- Review purchase requisitions and monitoring contract compliance with accordance with Procurement Policy.
- Monitor utility expenditures.
- Monitor Capital Fund Grants and reporting expenditures.
- Monitor all other awarded Grant Funds and reporting expenditures.
- Maintain and update subsidiary ledgers.
- Prepare and record journal entries.
- Prepare audit analyses and schedules.
- Prepare bank reconciliations.
- Review and code A/P Invoices.
- Maintain and update Family Self-Sufficiency Ledger.
- Maintain and update Employee-Funded Christmas Club.
- Assist Director of Finance with VMS Preparation.
- Assist Director of Finance with reviewing payroll.
- Assist Director of Finance with monthly board reporting.
- Assist Director of Finance with year-end audits.
- Assist Director of Finance in other related projects.
- Maintains an awareness of worker safety guidelines and procedures and applies these in performing daily tasks and activities.
- Operates a variety of office equipment such as computer, telephone, printer, copy machine and fax machine.
- Use general office supplies, and computer software such as Microsoft Word, Microsoft Excel, Microsoft Office etc.
- Performs other related services, as required.

WORKING CONDITIONS:

- Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, etc.
- Must be able to exert a negligible amount of force frequently or constantly to lift, carry, pull or otherwise move objects.
- Work involves sitting, walking or standing for periods of time.

SKILL REQUIREMENTS:

- Requires the ability to be a motivated self-starter who can work with minimum supervision.
- Requires willingness and flexibility to take new perspectives and apply them to day-to-day work.
- Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
- Requires the ability to read a variety of financial, administrative and statistical documents and reports, etc.
- Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor.
• Requires ability to read a variety of policy and procedure manuals, regulations, applications, etc.
• Requires the ability to prepare required reports, correspondence, etc. with proper format, punctuation, spelling, and grammar, using all parts of speech.
• Requires the ability to speak with and before others with poise, voice control, and confidence.
• Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
• Requires the ability to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.
• Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.
• Knowledge of topics related to primary occupation.
• Must have the ability to comprehend and interpret received information and to understand and implement basic office machinery functions.
• Requires the ability to record and deliver information.
• Requires the ability to explain procedures, to follow verbal and written instructions.
• Must be able to communicate effectively and efficiently with persons of a variety of educational and cultural backgrounds.
• Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time.
• Requires the ability to inspect items for proper length, width and shape, and visually read various information.
• Requires the ability to coordinate hands and eyes using office machinery.
• Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc.
• Must have minimal levels of eye/hand/foot coordination.
• Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.
• Requires the ability to deal with people beyond giving and receiving instructions.
• Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.
• Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).
• Requires a sighted individual (vision corrected to 20/20) for computer usage and significant English reading skills.
• Requires an individual with normal hearing (i.e., hearing corrected to normal ranges) for telephone contact with clients, landlords, vendors, etc. as well as for taking and relaying messages.
• Significant computer input duties require sufficient manual dexterity to type at a speed of 45 wpm.

QUALIFICATIONS FOR THIS POSITION:

Requires a Bachelor’s Degree in Accounting or Finance from an accredited four-year college or university, two years progressive professional experience in budgeting, analysis, financial reporting, GL accounting, accounts payable accounts receivable, and construction or equivalent combination of education and experience. Public Housing experience preferred, but not required. Candidate must possess strong analytical & written skills. Strong working knowledge of Microsoft Word, Excel and Office. Must possess and maintain a valid State driver’s license.

NOTE: This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.