

REASON FOR THIS POSITION

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PO NUMBER	3. REPLACES PO NUMBER
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 013003

POSITION DESCRIPTION COVER SHEET

RECOMMENDED

TITLE	8. PAY PLAN	6. SERIES	7. GRADE
FINANCIAL ANALYST	GS	1165	11
WORKING TITLE (Optional)	9. INCUMBENT (Optional) <i>Plazuel Valdez -02</i>		

OFFICIAL

8. TITLE
Financial Analyst

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE			16. I/A	17. CLASSIFIER
GS	1160		11	MONTH	DAY	YEAR	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>BHM</i>

ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st	DEPARTMENT OF HOUSING & URBAN DEVELOPMENT	5th	MANAGEMENT <i>D.V.S.D.N</i>
2nd	SOUTHEAST/CARIBBEAN	6th	<i>Finance & Budget</i>
3rd	JACKSONVILLE OFFICE	7th	
4th	OFFICE OF PUBLIC HOUSING	8th	

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
<i>Michael W. Mitchell</i>	6-7-94	<i>Paul K. Turner</i>	6/7/94
21. SUPERVISOR'S NAME AND TITLE	24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE		
MICHAEL W. MITCHELL CHIEF MANAGEMENT SERVICES BRANCH	PAUL K. TURNER DIRECTOR OFFICE OF PUBLIC HOUSING		

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			27. TOTAL POINTS >		27.
<i>Class standard: Financial Analyst, GS-1160 series</i>			28. GRADE >		28.
<i>2nd 6-16 was used to evaluate position</i>					

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. SIGNATURE	30. DATE
<i>Berita H. Minor</i>	6-29-94
31. NAME AND TITLE	
Personnel Staffing and Classification Specialist	
32. REMARKS	33. OPM CERTIFICATION NUMBER
	045050

**Financial Analyst
GS-1160-11**

Jacksonville Field Office

INTRODUCTION:

This position is located in the Office of Public Housing in the Jacksonville Field Office. The incumbent is responsible for providing advice and assistance on financial matters to the housing authorities, and providing the cross-functional teams with assessments of the financial posture of the public housing authorities. These duties are performed either individually, or as a member of a team of specialists from other functional areas.

DUTIES:

The incumbent assists a senior Financial Analyst in completing the following duties or sections thereof:

1. The Financial Analyst assesses the performance of the PHAs in the areas of finance and budget for both Low Rent Public Housing and Section 8 programs, using budgets and applicable amendments, quarterly requisitions, tenants accounts receivable reports, and financial statements.

2. Participates in cross-functional teams to conduct targeted performance assessments of specific housing authorities. Uses the Diagnosis, Problem Resolution, and Follow-up phases to review financial areas such as:

- Cash management
- Budget and Fiscal controls
- Accounting records
- Investments and Cash in bank
- Internal records

Assists the team in developing and carrying out recommendations when the housing authority management and local leaders are unwilling to improve resident living conditions.

3. Participates in cross-functional team efforts to conduct targeted compliance assessments of specific PHAs. Using Diagnosis, Problem Resolution, and Follow-up phases, performs in-depth reviews of such areas as:

- 24 CFR 85-36
- Annual Contribution Contracts
- Internal Controls Requirements
- Single Audit Act

Together with a senior analyst, takes action to either correct compliance violations by developing tailored training packages, information dissemination etc., or recommending that potentially severe compliance issues be referred to the Inspector General.

4. Monitors compliance of all PHAs in the financial area e.g., sufficiency of operating reserves, designated check signatories, and adequate timekeeping procedures. Works with other financial analysts to identify financial trends.

5. Provides technical assistance to assigned housing authorities by responding to questions, and identifying technical assistance needs and assisting in the development of tailored packages to address those needs using strategies such as peer-to-peer networks and developing accounting systems and cash handling procedures.

6. Works with Financial Analyst counterparts in analyzing PHMAP scores/data for all housing authorities and identifying trends, and assisting in the development of material on e.g., financial management issues, regulatory guidance matters, and program changes for dissemination to the housing authorities.

7. Reviews budget requests, requisitions, and year-end statements for assigned authorities.

8. Participates in team assignments involving resolution of audit findings, and review of CIAP applications, PHMAP appeals and certifications, Resident Initiative grant applications, and Demo/Dispo/Conversion requests.

9. Utilizes available computer equipment and data systems to maintain current PHA data, track PHA performance trends and compliance issues and generate appropriate work products.

SUPERVISORY CONTROLS:

Assignments are given in general terms via overall Office goals and objectives. The incumbent and the supervisor, in consultation, develop deadlines and project requirements through analysis of PHA performance data, coordination with cross-functional teams involved with PHA-specific issues/problem, and the specific needs of the PHAs. The incumbent is responsible for carrying out most assignments independently, coordinating the work with others as necessary. She/he keeps the supervisor informed of progress and potentially controversial matters.