

**POSITION DESCRIPTION**  
**FNANCL ANAL, GS-1160-13**

SETID	HUD01	JOB CODE	FD0012	DATE	09/26/2009	OPM CERT #			
PAY PLAN	GS	SERIES	1160	GRADE	13	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	Senior fnancl Anal								
SPVY LEVEL	Other	POSITION SENSITIVITY	Non Snstv	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	1120
FLSA	Nonexempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER	Zakiyyah A Day								
CLASS STANDARD	GENERAL SCHEDULE STANDARD FINANCIAL ANALYSIS SERIES, GS-1160, TS-62 JUNE 1966								
DATE CLASSIFIED	04/12/2005								

**MAJOR DUTIES**

Senior Financial Analyst,  
 GS-1160-13

**I. INTRODUCTION:**

The Senior Financial Analyst serves as a member of a CPD Program Management Team and is responsible for safeguarding the public trust in communities receiving HUD administered funds with the office jurisdiction. The mission of the Senior Financial Analyst is to provide innovative assistance in order to ensure that Federal funds are used appropriately and in compliance with applicable laws and regulations. The incumbent's work provides a major front line aspect for monitoring participants' use of funds, increasing the performance capability of grantees in financial matters so that scarce resources are used wisely and effectively.

The incumbent must possess a sophisticated level of knowledge concerning the regulations, policies, and methods needed to implement oversee improve the CPD Program.

**II. MAJOR DUTIES AND RESPONSIBILITIES:**

While not exhaustive, the following is illustrative of incumbent's duties:

**A. Financial Analysis**

The incumbent serves as an expert-level resource on his her Program Management Team on matters relating to financial management issues. Often, the incumbent's expertise is reflected in that he she may be expected to serve as a trouble-shooter Team Leader on financial management issues arising within the incumbent's assigned team or Office.

As an office expert on financial management issues, the incumbent's assignments may include serving on special task forces or teams convened to address issues that have proved resistant to solutions or effective implementation in the past.

The incumbent provides oversight and monitoring of all assigned programs and functions within the team assigned or Office. The incumbent is responsible for providing financial management assistance in the implementation of programs assigned to the incumbent's team or Office.

The incumbent will insure that Office financial management systems are fully implemented and used to prevent or identify issues of waste, fraud and abuse.

The incumbent will meet with CPD team members and grantees to enhance the quality and effectiveness of HUD plans and programs. The incumbent is expected to explore relevant issues and recommend innovative solutions.

The incumbent will identify ¿Best Practices¿ among grantees and serve as a catalyst to export those ¿Best Practices¿ whenever wherever it is possible to do so. The incumbent will also develop Office-wide technical assistance strategies, work plans, and performance measures used in providing technical assistance services.

The Senior Financial Analyst will be responsible for identifying and developing Office-wide training programs for staff and clients in such areas as contract administration, underwriting, financing, problem solving, communication and negotiating techniques, project evaluation and monitoring, computer and state of the art technology, and project management.

**B. Compliance Monitoring**

The incumbent may be called upon to remote monitor or field monitor all programs in accordance with applicable monitoring handbooks, circulars, guidelines, instructional memos, regulations or policy memoranda, etc.. Compliance monitoring may include risk analysis, on-site or remote review and written reports, which include findings and recommendations.

**C. Training and Customer Service**

The incumbent is responsible for advising, assisting or training, HUD staff as well as local community officials, non-profit or for-profit entities, consultants or contractors on fiscal matters pertaining to CPD programs.

**D. Financial Management**

The incumbent is expected to maintain financial status records and be well versed in all aspects of financial management systems grantees use to receive HUD funds and report their utilization, including IDIS. The incumbent is expected to use and monitor the IDIS system to determine grantee compliance and program financial management practices. The incumbent is expected to be thoroughly familiar with the IDIS system and to provide technical assistance to grantees in implementation and maintenance of the local system. The incumbent is expected to develop report and action recommendations, which provide a logical explanation and reasonable basis for the conclusions drawn, and recommendations made.

**III. OTHER DUTIES AND RESPONSIBILITIES:**

**E. Close Out of CPD Programs and Projects**

The incumbent prepares necessary correspondence to States, local governments and non-profit and for profit grantees needed for closing out CPD grant awards or specific CPD program projects. As appropriate, conducts site visits and prepares financial documents and required correspondence in financial settlement of CPD projects. The performance of this function requires the incumbent to analyze financial arrangements and to determine relationships and inter-relationships that exist between Federally funded programs and local government entities, local housing authorities or non-profit or for-profit organizations participating in the program project. The conformance or non-conformance with established policies and procedures must be determined. In addition, complex questions regarding regulatory and legislative requirements, or which establish policies based on known precedents, may be discussed with local government officials or officials of the housing authority or non-profit or for-profit organization, as appropriate. Develops internal procedures for closeout of discretionary and CDBG grants using the guidelines established in HUD Handbook 6505.3 (6 77). Prepares correspondence to local entities covering the closeout of CPD programs and follows-up with CPD Program Management and local entities to assure receipt of documentation required in the closeout procedure. Tracks unused grant funds and draw rates.

**F. Fiscal Monitoring and Evaluation**

The incumbent monitors and evaluates the financial operations of each recipient as they affect HUD programs using risk analysis and field monitoring techniques. These methods include in-house reviews, on-site visits or remote reviews of recipient organizations and sub-grantees to assess the financial management systems and the documentation required to be maintained in the records. The incumbent is also required to review progress of recipients and sub-recipients in making improvements in financial systems, including correction of known weaknesses disclosed by accounting system inspections and audits. The analysis includes operations in sufficient detail to ascertain the degree of compliance with HUD and OMB requirements, including follow-up on monitoring letters and reports to ensure a timely response is received and following-up to close findings. The incumbent may also be called upon to establish and maintain an audit management system and reporting the status of all audits to Headquarters on a periodic basis.

The incumbent is responsible for establishing procedures and implementing the financial and fiscal management aspects of programs within the jurisdiction of CPD in the field office. The incumbent maintains fiscal oversight for CPD contracts to ensure they meet the financial and fiscal requirements for completion of projects, with particular emphasis on requirements for disbursements of funds. Duties of the incumbent may include, but are not limited to, review of project budgets, depository requirements, systems of internal control and accounting in keeping with applicable Federal requirements, periodic financial cost reports.

#### **G. Resolution of Audit Findings and Close of Audit Reports**

The incumbent has responsibility for coordinating all responses to findings and recommendations, including contact with the Inspector General, other HUD staff, and the grantee. Coordinates clearance of all findings with other branches of CPD, the Inspector General for Audit, and necessary contacts by correspondence with local entities in the resolution and clearance of all findings.

The incumbent has responsibility for maintaining records covering all audits of CPD programs and programs which are administered or are under the jurisdiction of the Office of Community Planning and Development. Records include due dates of audits, including when received and when cleared.

In performing his her duties, the incumbent will be expected to research statutes, regulations, handbooks, OMB Circulars, audit guides, other cases and policy issuances to develop solutions to problems. The incumbent may request further interpretations of materials as the need arises. On his her initiative, coordinates and expedites administrative and fiscal activities involved in monitoring projects, project completion and closeouts and completions and terminations. The incumbent is required to make the necessary computations to determine final eligible project costs and final grant payables. The incumbent is responsible for coordinating the preparation of documents related to financial settlement and completion with appropriate CPD staff and grantees. Initiates administrative and fiscal actions and documents necessary to effect a completion or termination, including determining eligible costs chargeable and unexpended funds on terminated awards.

When Independent Public Accountant (IPA) audits are waived, the incumbent is required to perform a financial review of remaining grant funds, including a review of project accounts and records to determine whether costs claimed by grantees have complied with requirements of applicable statutes and regulations.

The incumbent controls the review and follow-up action on audits.

#### **H. Cost Allocation Plans**

The incumbent provides technical assistance during the development and implementation of the Cost Allocation Plan. H she is responsible for collecting information and determining acceptance or rejection of submitted Cost Allocation Plans. H she provides information gained through research

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of relationships and inter-relationships that exist among the various entities submitting the Cost Allocation Plan. The final determination shall be made by the incumbent for all Cost allocation Plans with significant complexity or difficulty.

### I. Private Market and Direct Loan Financing

The incumbent is responsible for initiating the financial documents necessary for private market or direct financing and for accessing LOCCS. The incumbent is responsible for conducting the necessary follow-up actions in connection with this financing. The incumbent is responsible for coordinating and informing the local agencies, by correspondence, for proper scheduling financing of private market project notes on a timely basis, and preparing the necessary correspondence to local entities for actions required. The incumbent is responsible for reviewing the documents submitted, preparing the required documentation and transmitting them to the Public Trust Officer Program Manager Senior CPD Representative, Team Leader, Deputy Director or Director for transmittal for the sale of the private market notes and or reversion to a direct Federal loan. The incumbent reviews the financing requirements with local agencies and program staff to reduce the outstanding private market project notes, and protection of the Federal Government's interest. The duties performed in connection with private market and direct loan financing cover private market financing that may be extremely complex in nature involving many organizations and public and private financial institutions and entities.

### J. Assistance to Government and Non-Governmental Entities

The incumbent is responsible for the analyses of financial reports, periodic statements and balance sheets from local entities receiving HUD assistance. The incumbent makes determinations as to their compliance with HUD policies, standards and requirements and any corrective measures necessary. The incumbent is respo

**JOB COMPETENCIES** (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

### EVALUATION STATEMENT

1-8	1550
2-4	450
3-4	450
4-5	325
5-4	225
6-3	60
7-3	120
8-1	5
9-1	5

Total 3190 = GS-13 (3155 - 3600)