

**Title:** Financial Analyst I

**Salary Range:** \$36,080- \$67,770

**Division:** Housing Management

**Job Type:** Non-Exempt  Exempt

**Location:** Harrisburg

**Job Grade:** 5

**Reports to:** Senior Financial Analyst

### Essential Functions

1. Review and analyze audited financial statements to determine surplus cash, cash flow, owner distribution, and compliance with PHFA legal documents.
2. Perform annual financial reviews of properties for credit quality and compliance with PHFA regulations. This may include the review of monthly operating reports, general ledgers, and disbursement journals.
3. Review annual operating budgets submitted by the management agent.
4. Assist in the multifamily development process underwriting PennHomes and tax credit proposals.
5. Review requests for capital expenditures and authorize appropriate funding from PHFA-held reserves or project-held funds.
6. Establish, monitor, and revise, as necessary, project escrow and reserve accounts. Authorize payment from the various accounts.
7. Monitor collateral securities for compliance with PHFA legal documents and authorize the release or extension as appropriate.
8. Enter reviewed budgets and portfolio and non-portfolio income statements into the AS400 system.
9. Monitor delinquencies for debt service, escrow, and reserve payments, as reported by the Finance Division.
10. Review, assist, and respond on an ongoing basis to requests and correspondence from owners, management agents, and Agency personnel pertaining to financial issues of their assigned properties.
11. Prepare reports, spreadsheets, and other responsibilities as required by the Director of Housing Management and/or Manager of Financial Operations.

## Job Requirements

1. B.S. in Accounting or Business Administration and at least two years accounting/auditing experience.
2. CPA or experience in property management accounting preferable.
3. Computer literate in Microsoft Office applications.
4. Ability to effectively communicate, both verbally and in writing.
5. Ability to travel periodically, including overnight.

## Travel

None       Light       Frequent       Other:

## Working Conditions

**Physical Demands:**  Lifting/Carrying  Walking  Sitting  Standing  Other