

POSITION DESCRIPTION
FNANCL ANAL, GS-1160-12

SETID	HUD01	JOB CODE	HH0411	DATE	04/11/2007	OPM CERT #			
PAY PLAN	GS	SERIES	1160	GRADE	12	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	FINANCIAL ANALYST								
SPVY LEVEL	Other	POSITION SENSITIVITY	NCrit Sens	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	0015
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER	William S Fox								
CLASS STANDARD	OPM PCS FOR FINANCIAL ANALYSIS SERIES, GS-1160								
DATE CLASSIFIED	04/11/2007								

MAJOR DUTIES

Financial Analyst, GS-1160-12

This position is located in the Office of Housing, Multifamily Housing Programs, Office of Housing Assistance and Contract Administration Oversight, Rental Assistance Quality Assurance Division. The incumbent performs under general supervision of the Director, Rental Assistance Quality Assurance Division. The Division is responsible for the review and approval of all Section 8 Program financial documents related to assisted housing programs administered by housing agencies (contract administrators) and private entities such as owners and managers. The Division's mission is to provide timely and accurate rental assistance payments to contract administrators, owners and managers.

The incumbent serves as an advisor for financial matters relating to the Section 8 programs. Responsibilities include review and approval of program budgets, reservation and obligation of funds, scheduling of payments, preparation of contracts, review and approval of financial or year end statements, generation of appropriate financial transactions, interaction with staff in the Hub Field Offices for resolution of audit findings related to the financial management of Section 8 program participants. The incumbent is also responsible for the processing, validation and review of data and automated documents submitted to the Division by Contract Administrators, assisted housing project owners and or agents. Responsibilities also include analyzing data to keep abreast of program compliance and performance operations; serving as a member of any team to assist in developing appropriate solutions to complex issues and problems identified by either remote monitoring or information provided by the Assessment Center; and providing technical advice and guidance in financial issues.

-Performs technical review and analysis of financial data reported on various documents such as budgets, requisitions, year end settlement statements, and voucher assistance payments. Uses information from a variety of systems in making determinations regarding approval of program budgets, financial statements and scheduling of payments. Validates certifications, re-certifications detailed adjustments and related data transmitted through TRACS. Validates special claims and logs discrepancies, authorizes or denies claims in TRACS. Systems include, but are not limited to HUDCAPS, TRACS, MTCS and IBS.

-May serve as a Government Technical Monitoring (GTM) as needed for contracts related to the work of the Division. May perform limited or extensive duties at the direction of the Division Director. Full GTM duties would involve: serving as primary liaison with the contractor and the responsible Contracting Officer; ensuring appropriate communication and flow of information; coordinating and monitoring any use of government space and equipment by contractors; participating in pre-award and post-award activities.

-Recommends and implements creative solutions to financial problems and takes an active role in implementing needed changes. Provides expert technical assistance and advice to HUB Field Offices, TARCS, Assessment Center, etc., as necessary on issues relating to the financial management of the Section 8 programs.

-Participates in team assignments as needed to deal with cross cutting financial management issues. When appropriate, participates in teams established to address Section 8 financial management

issues/problems, to develop appropriate solutions (which often will be extended nationwide) to financial management issues and problems identified by either analysis or data or through contact with HUB Field Office staff or Assessment Center staff.

-Assists the Division Director, or other assigned supervisors staff, in monitoring and evaluating management or performance plan goals, including input and feedback into the development and analysis of diagnostic data. Monitors and tracks accomplishment as assigned and provides input into the Management Plan reports, analyzes reports submitted on shortfalls, clarifies issues, resolves problems relating to goals achievement.

-Assists HUB field office staff in monitoring compliance of all programs participants in the financial area e.g., sufficiency of operating reserves, designated check signatories, adequate timekeeping procedures, applicant's employment verification, proper applications of the annual adjustment factor and timely recertification of residents. Works with other financial analyst to identify financial trends and coordinates as necessary with cross-functional experts to develop strategies for dealing with these broad trends.

-Provides technical assistance to assigned program participants 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. Plans and conducts training for the assisted housing industry, Hub Field Office staff and other customers on new procedures or policies to be utilized in the transmission of automated program data to the Office.

-Assures timely submission and accuracy of vouchers, special claims and billing related documents. Creates and dispatches discrepancy messages to Hub field offices and owners agents citing required corrective actions for subsequent voucher submissions.

-Conducts appropriate follow-up to recover funds. Develops repayment schedule with owner agent contract administrator and manages debt collection repayment process. Assists in the identification of serious problems and patterns of potential fraud or abuse.

-Prepares and submits various statistical, programmatic and administrative written reports, evaluations, plans and strategies on problems, issues, budgets, training needs assessment, travel and most effective utilization of resources.

-Participates in meetings for the purpose of assessing and preparing recommendations for improved operations and performance. Applying a thorough and comprehensive knowledge of the policies, laws, regulations, procedures and methods of financial management, exercises originality in developing and establishing standards, procedures and instructions necessary to support the Division and other involved parties.

-Analyzes Assessment Center results data for all program participants and identifying trends, and developing material on e.g., financial management issues, regulatory guidance matters, and program changes for dissemination to the program participants.

-Explores non-HUD sources of technical assistance (e.g., non-profits, universities, etc.), and facilitates effective partnership between HUD, residents and management of organizations and entities participating in the Section 8 program.

-Utilizes available computer equipment and data systems to maintain current financial data, track program participant performance trends and compliance issues, and generate appropriate work products.

-Serves as a technical specialist at local, regional, state and other conferences, seminars, workshops, etc., on Section 8 financial management issues and topics with oral and written presentations.

-Directly provides advice and guidance on situations for program participants on unique situations. Also provides advice and guidance on unique cases which have not been previously encountered and for which there are no national procedures or experience.

-Assists in the control, monitoring, sub-assignment and oversight of allocations of Section 8 funding for the Division.

-Processes special requests, controlled correspondence and other correspondence as assigned.

-Provides targeted technical assistance requiring financial analyst expertise. Contacts involve negotiation and persuasion in obtaining the adoption of technical points and methods that are in conflict with desire and opinions of other financial staff.

FACTOR 1 - Knowledge Required by the Position

Knowledge of and skill in applying rules, regulations, statutes pertaining to financial management and funding aspects of all Section 8 subsidy programs. Knowledge of the oversight process in order to effectively analyze and administer financial operations. Knowledge of trends in pertinent Section 8 programs in order to develop realistic intervention strategies and to provide management and staff with information upon which to develop solutions to any significant downward performance trends developing.

-Comprehensive knowledge of the contract and deliverable work products in order to effectively analyze and evaluate contractor performance.

-Ability to apply problem-solving and analytical techniques to extract and analyze financial data from numerous sources to identify problems, make recommendations, etc., on contract administrators, owners or managers nationwide. Comprehensive financial knowledge needed to determine causes of problems in varying areas of the country with numerous external factors involved.

-Knowledge of HUD accounting and financial reporting policies for Section 8 programs.

FACTOR 2 - Supervisory Controls

Assignments are given in general terms via overall Division goals and objectives, or as a result of trends identified. The incumbent is independently responsible for planning and carrying out assignments by determining, after identifying problem areas, what additional data should be evaluated so that management specialists will have the information they need to administer the programs. Work is reviewed for consistent interpretation of legal precedents, equitable treatment of clients contractors, impact on HUD policy, and effectiveness in supporting program objectives. The incumbent's expertise is such that recommendations are usually accepted. The incumbent develops deadlines and project requirements through analysis of performance data, coordination with cross-functional teams dealing with specific issues problems, and the needs of the program participants. The incumbent is considered an authority on financial and budget issues related to the Section 8 programs, and is expected to provide expert advisory assistance and exercise judgment in developing solutions to complex problems whether on an individual or as a member of a team.

FACTOR 3 - Guidelines

Guidelines include legislative statutes , Departmental regulations and HUD-Section 8 program participant contractual agreements. The incumbent uses judgment in deviating from established methods to obtain information on unusual cases, and analyzes trends to clarify the need for changes to existing guidelines. Incumbent is recognized as an authority on interpretation and development of guidelines.

FACTOR 4 - Complexity

The duties involves performing complex reviews and analysis of financial documents submitted by program participants. Identifying operational and programmatic deficiencies and providing management and contractors specialists with technical assistance (solutions which have been effective in the past, novel techniques, and programs being used in other locations).

FACTOR -5 - Scope and Effect

The work involves receiving and reviewing financial and funding documents and making a determination of their accuracy and completeness. As a result of incumbent's recommendations, the amount and timing of funding to program participants is affected. Work also involves interaction with other program specialists or generalists on cross cutting issues or problems related to the Section 8 programs. Provides advisory services for complex programs. Decisions involve significant or controversial issues, dealing with substantial expenditures or major problems. The nature of work in the Division is of a national scope and impact, dealing with contract administrators, managers or owners, Multifamily Hubs and programs centers, etc.

FACTOR 6 - Personal Contacts

Contacts are with employees in the Division, Multifamily Hubs, Program Centers, etc.

FACTOR 7 - Purpose of Contacts

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Most contacts are for the purpose of exchanging information or clarifying questions related to financial management, but the incumbent must be persuasive in making recommendations that impact the financial integrity of funded programs.

FACTOR 8 - Physical Demands

The work is usually sedentary and involves sitting comfortably to accomplish most tasks. No special physical demands are required.

FACTOR 9 - Work Environment

The work involves normal risks or discomforts associated with working in an adequately lighted and ventilated office environment.

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

1-7	1250
2-4	450
3-4	450
4-4	225
5-4	225
6-2	25
7-3	120
8-1	5
9-1	5

Total 2755 = GS-12 (2755 - 3150)