

ALLEGHENY COUNTY HOUSING AUTHORITY

POSITION:	Budget Analyst	FLSA STATUS:	Non Exempt
DEPARTMENT:	Finance	UNION STATUS:	N/A
REPORTS TO:	Chief Financial Officer	COMPENSATION:	Open

SUMMARY: This entry level position is responsible for developing and maintaining a requisitioning system, verifying program eligibility of each requisition, assigning appropriate account numbers, create and maintain financial tracking mechanisms for all programs, develop and maintain contract register, analyze general ledger and make necessary journal entries based on eligibility, tracking budget versus actual data in various grants and programs, assisting with submission of budget and financial reports to HUD.

ESSENTIAL JOB FUNCTIONS:

1. Develop and maintain requisitioning system in MLS software
2. Verify program eligibility of each requisition prior to approval
3. Ensure each requisition has the appropriate general ledger coding
4. Assist in identifying the need for and processing any necessary budget revisions
5. Assist departments in developing long-range project budgets
6. Maintain financial data on grant spending and receipts
7. Monitor expenditures against overall plans and report results to departments and management
8. Develop and maintain Contract Register
9. Review monthly Board resolutions for funding and eligibility
10. Analyze budgets and prepare journal entries as needed
11. Assist Departments with a wide range of information requests and problem solving
12. Perform other duties and responsibilities as assigned related to the efficiency and effectiveness of the department.

EDUCATION/EXPERIENCE:

Bachelor's degree in Finance, Accounting, Business or related field with a minimum of three years of experience. Strong analytical skills and financial reporting experience are essential. Must be computer literate and proficient with all MS office software.

SPECIAL REQUIREMENTS:

1. The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate and thorough manner and is conscientious about assignments.
2. The employee communicates effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the Authority.
3. The employee works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the Authority. Exhibits a professional manner in dealing with others, and works to maintain constructive working relationships.
4. Ability to develop a thorough working knowledge of assigned programs and associated regulatory requirements.
5. Ability to develop and monitor internal control over program compliance and financial reporting. Must possess excellent written and verbal communication skills.
6. Strong analytical skills required.
7. Experience in public sector accounting desirable.

PHYSICAL REQUIREMENTS:

Ability to physically perform the duties and to work in the environmental conditions required of a position of this class. Must have a level of manual dexterity sufficient to allow for operation of personal computer, telephone, fax machines, calculator, etc. Ability to move, handle or lift small objects around desk area, i.e. files, computer printouts, reports, calculator, office supplies, etc.

Employee

Date: _____

Human Resources

Date: _____