

ALLEGHENY COUNTY HOUSING AUTHORITY
625 STANWIX STREET, 12TH FLOOR, PITTSBURGH, PA 15222

Authority Position Available: Budget Analyst

Date Posted: April 13, 2017

Purpose

This 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
13. Prepare and Approve purchase orders and accounts payable vouchers

Competencies

1. Exhibits a professional manner in dealing with others, and works to maintain constructive working relationships.
2. Ability to develop a thorough working knowledge of assigned programs and associated regulatory requirements.
3. Ability to develop and monitor internal control over program compliance and financial reporting. Must possess excellent written and verbal communication skills.
4. Strong analytical skills required.
5. Experience in public sector accounting desirable.

Required Education/ Experience

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

Additional Eligibility Qualifications

Must possess and maintain a current, valid PA Driver's License, and use of a personal vehicle.

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.

SALARY: \$35,000 to \$40,000

As a condition of employment, candidate must successfully pass a post-offer physical examination, drug screen and background security review, with regular full-time employment being contingent upon successful completion of a probationary period.

Frank Aggazio

Frank Aggazio, Executive Director

APPLICATIONS OR RESUMES SHOULD BE MAILED TO ALLEGHENY COUNTY HOUSING AUTHORITY,
ATTN: HR, 625 STANWIX STREET, 12th FL., PITTSBURGH, PA 15222 OR EMAILED TO: hr@achsng.com
AN EQUAL OPPORTUNITY EMPLOYER