

ELM CITY COMMUNITIES - HOUSING AUTHORITY NEW HAVEN

360 Orange Street
New Haven, CT 06511
Phone: (203) 498-8800
Fax: (203) 497-8202
TDD: (203) 497-8434

JOB DESCRIPTION

JOB TITLE: Financial Analyst

EXEMPT:

SALARY LEVEL: 4 **Minimum:** \$63,330.78 **Maximum:** \$82,331.34

EMPLOYEE REPORTS TO: Vice President of Finance

PREPARED BY:

DATE: June 2022

APPROVED BY:

DATE:

EXPIRATION DATE:

SUMMARY

This position is responsible for ongoing analysis of Housing Authority information, obtained from a variety of sources, including tenant history, financial, and demographic data. It involves development and preparation of information products for Housing Authority staff and partners. It requires the ability to analyze data from conceptualization through presentation of the data. It requires proficiency with analytical tools (Crystal Reports, Excel), knowledge of data analysis methodology, use of presentation software, strong communication skills and a strong commitment to and affinity for delivering the highest level of customer service. Ability to conduct statistical analyses using statistical methods is required in order to assess things such as correlation, conduct regression analyses, analyze variance, control for variables, etc. Ability to communicate the results of analysis in reports and through presentations.

ESSENTIAL FUNCTIONS

1. Perform complex data analysis in support of ad-hoc and standing customer requests using appropriate data analytical and statistical analytical techniques
2. Experience with quantitative and qualitative analysis of data.
3. Works with customers to develop and understand reporting specifications.
4. Delivers data products in report/ presentation format, or verbally, to customer specifications and timelines.
5. Develop programs, methodologies, and files for analyzing and presenting data.
6. Research new data sources and analytical tools; contribute to new product development and improvement in product delivery and presentation.
7. Develop awareness of and familiarity with issues and events affecting the agency.
8. Improve quality and information value of HANH products and services.
9. Promote an image of a high-quality organization through expertise and responsiveness.
10. Takes responsibility for assignment completion and follow-through.
11. Communicates regularly and effectively with team members and supervisor.
12. Points out system or process problems when noticed; engages the team in problem solving.

13. Plans and participates in cross-training with HANH staff.
14. Experience working with a variety of information systems and data files, including large and complex files: analyzing file structure, using and creating file layouts, transforming raw data into finished products.
15. Some familiarity with Emphasys Elite software desirable.
16. Perform all other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Must be able to multi-task, redirect, prioritize and manage multiple projects to closure.
2. Understand appropriate internal controls,
3. Understand appropriate accounting processes, policies and concepts.
4. Ability to research and analyze accounting related transactions for posting and possible correction.
5. Knowledge of financial reporting
6. Knowledge of computer applications for financial matters and the interrelationships of the components of financial applications.
7. Excellent verbal and written communications skills.
8. Ability to work independently, perform as a self-starter and meet critical deadlines.
9. Capable of dealing with internal and external clients in a tactful and professional manner.
10. Demonstrated experience in analysis and presentation of data required.
11. Strong communication skills, both written and spoken.
12. Experience with database application (e.g., Microsoft Access, Excel, Crystal Reports, Microsoft Office and Project Management.).
13. Ability to work independently and in a team environment
14. Must possess a Valid Connecticut Driver’s License.

PHYSICAL REQUIREMENTS

The duties of this position are primarily office based and require manual dexterity sufficient to competently use office equipment such as a keyboard and calculator.

EDUCATION AND EXPERIENCE

Bachelor’s Degree in a technical science, computer science, statistics or Finance/accounting

1. Five years’ experience in a mix of Accounting/Finance/Information Technology position(s) with a emphasis on business processes.
2. Prior experience in a Public Housing, Multi-Family Housing, Property Management, Asset Management for Housing, or environment that can be related to same is a plus

APPLICATION AND SUBMISSION

All applications and resumes must be in the Human Resource Office on or before July 1 , 2022.

Job descriptions & Applications may be obtained from HANH at 360 Orange Street, New Haven, CT 06511. Resume submission without applications to the address above, Fax number (203) 497-8202, e-mail to jobs@newhavenhousing.org, TDD number (203) 497-8434, between the hours of 9:00 - 5:00 p.m. weekdays. The Housing Authority accepts applications only for positions it is trying to fill. If an applicant requires further information, please call the HR Office at (203) 498-8800 Ext. 1022 or 1025. Disabled are encouraged to apply.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V