

CITY OF GREENSBORO
invites applications for the position of:

Business Services Analyst

SALARY: \$56,066.00 -
\$67,279.00
Annually

OPENING DATE: 12/12/19

CLOSING DATE: 05/05/2020
11:59 PM

DESCRIPTION:

The Neighborhood Development Department is committed to enhancing the quality of life for residents through community development activities. We work with lenders, developers, builders, community organizations and residents to enhance the quality and availability of affordable housing. Our talented, creative and committed team makes this happen in Greensboro. If you share our commitment to quality affordable housing, collaborative work and serving our community, join our team!

The Business Services Analyst provides financial and business management services for the department. This is accomplished by assisting the division manager with overseeing and managing the department's operational and program budgets, daily fiscal operations and business systems; establishing and monitoring performance measures; supervising support personnel; and managing financial recordkeeping systems and financial controls related to the federal Integrated Disbursement and Information System (IDIS). This position provides full financial and accounting support for the department's budget portfolios which includes federal funds awarded from the U.S. Department of Urban Development (HUD), general funds, special service district funds and general obligation bond funds. The position supports the Neighborhood Development and Planning Departments.

Primary Duties and Position Accountabilities:

- Coordinates with the department's management team to develop the annual general operating and program budgets. Performs other assigned duties including the preparation of budget notes and other special analyses and projects.
- Monitors the department's expenditures and fund balances, general fund and federal revenues and miscellaneous operating income.
- Serves as department liaison to other City departments for all budget and fiscal matters.
- Collaborates with management and staff to ensure that the department remains in fiscal compliance with federal, state and local fiscal regulations and rules.
- Develops monthly reports on the department's financial position and operating performance advising the director and division managers on all financial matters.
- Prepares externally required reports, submits reports to agencies and prepares and maintains a variety of spreadsheets and financial schedules.
- Prepares reimbursement requests for federal funds and state funds through IDIS, LOCCS and other reporting systems.
- Responsible for financial reporting systems including record-keeping and transactions including the federal IDIS and financial data elements of the Consolidated Annual Performance Evaluation Report (CAPER).
- Supervises the day-to-day fiscal operations of the department including accounts payable, revenue receipts, loan portfolio management, purchase orders, procurement card transactions, travel and contracts. Provides backup support for these functions.

- Responsible for the department's business systems including the loan management system, Neighborly Software and other information or subsidiary ledger systems to ensure that all data transmitted for reporting remains accurate.
- Prepares city council agenda items, resolutions, budget ordinances, and budget transfers as required within the scope of position's responsibilities.
- Reviews and reconciles general ledger transactions and prepares adjusting, reconciling and salary allocation journal entries on a monthly or quarterly basis.
- Supervises fiscal support staff and manages hiring, training, employee development, performance management and evaluation.
- Participates in the implementation of goals, policies procedures and priorities established by the department.
- Manages special projects including the implementation of new business systems, procedures and programs.

This job is Exempt and is not subject to the overtime provisions of the Fair Labor Standards Act.

QUALIFICATIONS:

Minimum Qualifications:

- Bachelor's Degree "OR" an Associates Degree **with** 8 or more years of hands-on operational experience in fund accounting, financial analysis and budget management or related field.
- 4 to 6 years of direct experience in budget development/management and general ledger fund accounting for multi-fund program budget.
- Prior supervisory experience with direct reports.
- Advanced Microsoft Excel skills and direct experience creating analytical spreadsheets, tables and graphs.

An Ideal Candidate Would Also Possess (Preferred Qualifications):

- Master's Degree in Business Administration, Accounting or Public Administration.
- Professional experience in governmental fiscal administration, preferably in a local government setting.
- Experience with Federal HUD Community Planning and Development grant programs (CDBG, HOME, ESG and HOPWA) administration and reporting.
- Direct experience with the U.S. Department of Housing and Urban Development's Integrated Disbursement and Information System (IDIS) and eCon Planning Suite.
- Community development experience.
- Experience with Housing development finance.
- Experience using Lawson or similar Enterprise Resource Planning (ERP) software.

REQUIREMENTS:

Work Schedule-- Monday-Friday; 8:00 am – 5:00 pm