

# Rural Communities Housing Development Corporation

## Position Description

<b>Position Title</b>	<i>Fiscal Analyst (Property Management)</i>
<b>Position Class</b>	<i>Non-exempt/Hourly</i>
<b>Supervisory Responsibilities</b>	<i>None</i>
<b>Reports to</b>	<i>Director of Property Management</i>
<b>Work Site</b>	<i>Corporate Office</i>

### General Duties and Responsibilities

The Fiscal Analyst has four primary objectives to help ensure the fiscal and reporting functions of the Property Management Department are accurate, timely, and functional. The Fiscal Analyst is responsible for review of all tenant subsidy and rental ledgers in coordination with the Regional Managers. The Fiscal Analyst is responsible for the fiscal reporting requirements for HUD, USDA/RD, HCD, TCAC, LPs, et al.; including submission of Housing Assistance Payment Vouchers to HUD and/or its C.A. as well as monitor USDA/RD Project Worksheets. The Fiscal Analyst is also responsible for the creation of the annual budgets for each community including rent increase requests as decided by the Director of Property Management.

The Fiscal Analyst is responsible for reporting the fiscal status of the communities managed by RCHDC to the Director of Property Management. Strong analytic and fiscal comprehension skills are required for this position.

### Job Duties and Responsibilities

1. Monthly review of each communities' financial accounts receivable information with the Regional and Site Managers for both tenant and subsidy portions.
2. Assure that property management software data is accurate, timely, and relevant.
3. Complete monthly HUD voucher transaction.
4. Train site staff as directed.
5. Assist with maintenance of all property management software, forms, and upgrades.
6. Enter information into the property management software, transmit it to the appropriate entity, and monitor its receipt and acceptance.
7. Preparation of monthly, quarterly and other fiscal reports as required by HUD, USDA/RD, HCD, TCAC, LPs, and the Director of Property Management.
8. Prepare annual community budgets for review by the Regional Managers and approval by the Director of Property Management.
9. Review all Security Deposit Dispositions for compliance and accuracy after completed by the Regional Manager and prior to submission to finance for processing.
10. Review all USDA/RD Project Worksheets for accuracy and work with Regional Managers to ensure corrections are completed.
11. Review and ensure accuracy of financial reporting through the property management software.
12. Other duties as assigned.

### Qualifications

Qualifications include:

1. A bachelor's degree from an accredited college or university in accounting, business administration, real estate or related field and two to three years of progressively responsible related experience in business, real estate, administration, accounting or

- related field or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
2. Familiarity with building regulations, landlord-tenant law, contract law;
  3. Must demonstrate good verbal and written communication skills;
  4. Must demonstrate good math skills;
  5. Staff training skills;
  6. Bookkeeping skills and knowledge of accounting principles;
  7. Ability to collect data, establish facts, and draw valid conclusions from the data;
  8. Ability to read, understand, and interpret government regulations;
  9. Ability to read, understand, and interpret budget and financial reports;
  10. Experience working with data and analytic software;
  11. A working knowledge of YARDI use, implementation, and troubleshooting procedures.
  12. Ability to learn and utilize property management software;
  13. Ability to organize work and priorities to meet deadlines;
  14. Self-starting and highly motivated to hit multiple deadlines;
  15. Must be able to learn eligibility requirements of HUD, HCD, USDA/RD, and TCAC.
  16. No less than two years' experience working with low-income community.
  17. Ability to understand government regulations.
  18. Ability to work with and be sensitive to the needs of low-income persons
  19. Possession of a valid California Driver's License, a good driving record;
  20. Proof of automobile insurance per requirements of the State of California.
  21. Must have reliable transportation and willingness to use own automobile on job.
  22. General knowledge of Podio project management software.
  23. A working knowledge of Microsoft Office; Excel, Word;
  24. Familiarity and capability of Internet research.
  25. Obtain Asset Management certification within two years of employment.
  26. Obtain California Real Estate Sales Person license within two years of employment.
  27. Bondable

### **Working conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

### **Physical requirements**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this classification, the employee is often required to stand; sit; walk; talk; hear; use hand to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, employee is regularly required to walk; sit; use hands to handle objects/operate keyboards, tools or controls; reach with hands and arms; stoop; kneel and crouch; talk and hear.

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By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that Rural Communities Housing Development Corporation may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Date: \_\_\_\_\_

Employee Printed Name \_\_\_\_\_

Employee Signature \_\_\_\_\_