



Department of Housing and Community Development

January 5, 2010

NOTIFICATION OF VACANCY

**COMMUNITY DEVELOPMENT
SENIOR FINANCIAL ANALYST
(Financial Services Specialist II)**

POSITION #00172

LOCATION:

**DHCD
600 E. MAIN STREET
RICHMOND, VA 23219**

HIRING RANGE:

\$50,000 - \$65,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking an individual to work in the Project Management Office to assure sound financial management practices in the use of state and federal resources that are allocated by the Department to local governments and other clients. Essential duties will be to ensure that local government grantees receiving CDBG, NSP, ARC, Southern Rivers, Southwest Virginia Regional Water and Wastewater, Broadband, IPR and other funds, and non-profit organizations receiving same, are in compliance and to promptly disburse these funds. Funding received and disbursed by the PMO under these Programs will be approximately \$100 million in 2010. The selected candidate must be capable of thoroughly tracking and monitoring the expenditure of these funds for compliance with GAAO, HUD laws and regulations, and applicable State/Federal laws and regulations, both project and administrative. Conduct financial compliance reviews and maintain the audit tracking system.

QUALIFICATIONS GUIDE:

Comprehensive knowledge of governmental accounting, audit procedures, and audit report preparation; cash management and accounting transactions; computerized spreadsheets and current federal financial requirements and federal reporting systems. Demonstrated ability to operate software (Excel and Access) to manage data and produce reports; to read, interpret and apply Federal/State laws and regulations; to make complex technical presentations and provide technical assistance to diverse groups or organizations; to work with local elected and public officials; to negotiate complex issues; and to work independently and exercise sound judgment. Strong and effective written and oral communication skills. Strong analytical ability. Must be able to perform as a team member and provide staff support. Extensive accounting experience and related grant management knowledge and education a must. Bachelor's degree in Accounting or closely related field preferred.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY TUESDAY, JANUARY 19, 2010, 5:00 p.m. EST.

For additional information please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.