



**Department of Housing and Community Development**

**NOTIFICATION OF VACANCY**

**Weatherization Fiscal Analyst  
(Financial Services Specialist II)**

**POSITION #00363**

**LOCATION:**

**DHCD  
600 E. Main Street  
Richmond, VA 23219**

**HIRING RANGE:**

**\$45,000 - \$60,000**

**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development (DHCD) is seeking an individual to assure sound financial management practices in the use of state and federal resources that are allocated to local governments, non-profits organizations and the Housing Division and ensure that expenditures of funds are in compliance with grant guidance and management information for accessing funding under the American Recovery and Reinvestment Act of 2009 (ARRA), U.S. Dept of Energy funding, Government Accountability Office (GAO), Low-Income Home Energy Assistance Program (LIHEAP), and other applicable state federal regulations and policies. Duties include tracking financial and monitoring program compliance and record keeping for the ARRA; providing technical assistance; and reporting program outcomes.

**QUALIFICATIONS GUIDE:**

Significant experience and knowledge of grant management, cash management and accounting transactions. Working knowledge of governmental accounting, audit procedures and audit report preparation. Thorough understanding of state and federal grant and financial management requirements. Must have strong competency in Excel and Access database programs. Familiarity with state fiscal policies is essential. Must be accurate, detailed and have thorough record keeping and data entry skills. Experience analyzing financial records, determining grant status and providing analysis on grant spending. Strong and effective written and oral communication skills. Ability to provide technical assistance and training on complex financial management issues and techniques. Degree in accounting, finance, business or related field preferred or equivalent combination of training and experience.

**THIS RESTRICTED POSITION IS FUNDED BY THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009(ARRA) AND WILL EXPIRE WHEN GRANT FUNDING IS NO LONGER AVAILABLE.**

***TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY Friday, October 16, 2009 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.***