

Economic & Community Development Analyst

**Salary**

$48,693.00 Annually

**Location**

NC 28301, NC

**Job Type**

Regular Full-Time

**Department**

Economic & Community Development

**Job Number**

02833

**Closing**

12/20/2019 11:59 PM Eastern

**DESCRIPTION**

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

**A RESUME WILL NOT BE CONSIDERED IN DETERMINING YOUR QUALIFICATIONS FOR THIS POSITION.**

The City of Fayetteville is currently recruiting for an Economic & Community  Development Analyst. To perform highly complex research and analytical duties in support of department grant and general funded programs by performing organizational and financial evaluation including preparing and presenting special reports; loan documents; manage the development and administration of the Economic and Community Development  annual federal and general fund budgets; and to provide support to grant and program administrators.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Assist with annual budget development, coordination and oversight; monitor and analyze budget expenditures; monitor and analyze revenues to ensure timely billings and perform other related activities.
2. Prepare, review and maintain journal entries related to grants; analyze and verify financial data and grant accounts; prepare and present related reports, documentation and correspondence; recommend modifications to a variety of departmental programs, policies and procedures as appropriate.
3. Assist with the administration of grant compliance and external agency reporting, including reviewing contracts; monitoring budgets, expenditures and revenues to ensure compliance. Manage and oversee department revenues and outstanding loan program portfolios and collections, to include grant related programs.
4. Assist with the preparation of independent reviews of financial records, reports, organization, and operational studies.
5. Compose, compile, prepare, review and present various reports and documents of findings and results; maintain related records and files.
6. Participate in the development and implementation of goals, objectives, policies and priorities for the department and for the City; identify resource needs; recommend policies and procedures.
7. Utilize quantitative and qualitative data to administer programs.
8. Assist with the annual external independent audit and/or HUD federal audit; coordinate annual audit assignments.  Review and coordinate with the City's internal auditor departmental practices and adherence to policies.
9. Research and analyze various organizational operations for efficient and effective services; calculate mathematical and statistical data; review historical data, information and reports.
10. Monitor contracts, analyze lag times and value added time for steps in selected processes that will improve quality and increase efficiency of services provided, reduce costs and/or integrate process improvement into day-to-day operations throughout the department.
11. Participate in the department's strategic planning process.
12. Participate in the City's Data Analytical Team audit annually.
13. Review and maintain financial records and reports related to federal grants, and department programs; serve as liaison with other city departments, divisions and outside agencies; answer questions and provide information to the general public.

**For a complete job description,**[**click here**](https://www.governmentjobs.com/careers/fayetteville/classspecs/1315737)**.**

**MINIMUM QUALIFICATIONS**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:  
  
Experience:   
Two years of increasingly responsible experience in public administration, business administration, financial administration, or related work.   
  
Training:   
Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business or public administration, or a related field.

**LICENSING & CERTIFICATIONS:**

Required:  
None.  
  
Preferred:  
None.  
  
**From the time of closing the hiring process is anticipated to last 6 - 8 weeks. The selection process will consist of a panel interview with the selected candidate being subject to a pre-employment drug screen, background check and driving history check.**

**Agency**

City of Fayetteville

**Address**

City Hall  
433 Hay Street  
Fayetteville, North Carolina, 28301

**Phone**

910-433-1635

**Website**

<https://fayettevillenc.gov/jobs>