

CITY OF GREENSBORO
invites applications for the position of:

Business Services Analyst

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

OPENING DATE: 10/14/19

CLOSING DATE: 10/28/19 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 staff make this happen. 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 budget, fiscal operations and business systems; establishing and monitoring performance measures; overseeing and directing other financial and accounting personnel; and overseeing 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:

- Leads departmental budget development and monitors revenues, expenditures and performance measures
- Analyzes budget requests and manages budget amendments
- Produces budget and fiscal reports and consults with directors and managers on budget related issues
- Manages financial and business services by directing and supervising administrative fiscal support activities including processing of check requests, loan portfolio management, purchase orders, procurement card transactions, travel and contracts
- Prepares city council agenda items as required
- Manages financial reporting and business systems
- Supervises administrative support staff
- Reviews and reconciles general ledger transactions and prepares adjusting and allocation salary journals
- Prepares and analyzes financial statements
- Prepares draws of federal funds through the IDIS and LOCCS

- Manages special projects in a lead role

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 related experience in Accounting, Budgeting, Financial Reporting 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 supervisor/management experience with direct reports.
- Advanced knowledge of Microsoft Excel

An Ideal Candidate Would Also Possess (Preferred Qualifications):

- Master's Degree in Business Administration, Accounting or Public Administration
- 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
- Experience working in a unit of local government preferably in a community development environment
- 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

TO APPLY: <https://www.governmentjobs.com/careers/greensboronc/jobs/2595739/business-services-analyst?pagetype=jobOpportunitiesJobs>