

HOUSING FINANCIAL ANALYST

Introduction

The recently established Finance Team within the Department of Housing and Community Development is seeking an Accountant with strong analytical skills to support activities in finance, accounting, grants, audits, and loan compliance for multiple Federal, State and locally funded housing programs and fill a full-time regular Financial Analyst position at our Loudoun County Office of Housing located at 106 Catoctin Circle SE in Leesburg, VA.

Job Description

This position will be supporting various financial and accounting related responsibilities such as working with the Housing Fund, grants, awards, coordinating and providing support for necessary journal entries with Department of Finance and Budget, assisting with budget adjustments, preparing various reconciliations to the general ledger in accordance with GAAP, researching and resolving accounting and financial issues, preparing audit ready work papers, assisting with REAC (Real Estate Assessment Center), participating in the year-end close process, ensuring compliance with federal and state funding regulations, processing subgrantee drawdowns, providing regular financial reporting to HUD for Housing Choice Voucher and Community Development Block Grants and the State for the State Rental Assistance Program, processing grant renewals, coordinating with program managers, participating in the CDBG Loan Committee Scoring Review, and providing back-up support to other team members.

Salary Commensurate with Experience

Loudoun County Regular Full-time Employees are eligible for full benefits including but not limited to the following as a part of a total rewards package:

Retirement from the Virginia Retirement System (VRS)

- Annual leave
- Sick leave
- Annual Paid Holidays
- Group Health Plan
- Group Life Insurance
- Exceptional Performance Recognition
- Credit Union Membership
- Employee Assistance Program (EAP)
- Education and Career Development

Job Requirements

Position requires any combination of education and experience equivalent to a Bachelor's degree in accounting or related field and a minimum of three (3) years of related work experience in accounting, preferably in a government accounting setting.

Prior experience preparing reconciliations, audit work papers, working with a major ERP system such as Oracle, Deltek, or SAP and contributions working on individual or team projects is preferred.

Special Requirements

Position requires flexibility for attendance at Board of Supervisors evening meetings on an infrequent basis. (approx. 1-4 times per year)

Post Conditional Offer Contingencies

Employment is contingent upon successful completion of a credit check and criminal background check.

Salary \$64,695-\$113,217 Recruitment # 23-126-0034 Visit our on-line employment center at <https://www.loudoun.gov/jobs> for more information and to apply. EOE