

District of Columbia Housing Finance Agency



Employment Opportunity

Financial Analyst, Compliance and Asset Management

The DC Housing Finance Agency was established in 1979 to stimulate and expand home ownership and rental housing opportunities in Washington, D.C. We accomplish our mission by primarily issuing mortgage revenue bonds. Through our Multifamily Lending and Neighborhood Investments business unit, we provide financing that lowers the cost of acquiring, constructing and rehabilitating rental housing and that facilitates the creation of low and moderately priced for-sale housing. Our financing tools are primarily funded through the issuance of taxable and tax exempt mortgage revenue bonds. Our Single Family Programs offer DC residents competitive products that help lower the homebuyer's cost of purchasing homes. We embrace our responsibility with conviction and pledge our best efforts to serve as the City's champion for renters and homeowner to act as the City's principal catalyst for affordable housing neighborhood investment.

The District of Columbia (DC) Housing Finance Agency (DCHFA) is seeking qualified candidates for the contract position of Financial Analyst in the Compliance and Asset Management Department.

POSITION DESCRIPTION

The Compliance and Asset Management Department is responsible for managing the Agency's Multifamily portfolio of over one hundred and forty (140+) projects for compliance with terms of the loan agreement and the Agency's mission of affordability requirements. The Financial Analyst is responsible for evaluating the current and long term financial health of all of the projects in the Agency's portfolio. The primary duties include: gathering statistical and financial data to create spreadsheets, draft reports, and perform extensive financial analysis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor the Agency's Multifamily project portfolio to ensure each project's operations are performing within financial guidelines
- Perform financial analysis and provide status reports and written recommendations to Asset Manager(s) for projects with financial weaknesses
- Perform quarterly and annual financial analysis of Management Operations Statements for the Agency's project portfolio, including risk and non-risk shares projects

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- Perform comparison analysis of annual audit reports against the portfolio's previous years data and benchmark against industry standards found to have a financial weakness and provide recommendations to determine a project's future financial viability
- Compile financial analysis and written narratives for any project
- Prepare statistical and narrative data, forecasts, charts, and graphs for presentations and briefings
- Forecast the annual financial standings of all projects in the portfolio based on the Management Operations Statements
- Prepare Financial Project Assessment Report for Director of Compliance and Asset Management, Office of Multifamily Lending and Neighborhood Investments, and Credit Committee
- Draft correspondences to HUD, DHCD and property manager and owners to document the financial weaknesses of properties
- Compile financial and statistical data packages for submission to the semi-annual Financial Project Assessment Report for HUD
- Prepare Prompt Report to HUD on unresolved findings with recommendations on action to be taken by the Agency to correct financial and operational weaknesses
- Assist in data compilation and migration for software implementation
- Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's Degree in Finance, Accounting or another related field from an accredited university or equivalent experience is required
- 2-4 years of experience in performing financial analysis and auditing
- Knowledge of accounting principles and practices in order to analyze changes and trends
- Ability to read and analyze budgets, Operating Statements, and Cash Flow Statements
- Excellent communication skills: both verbal and written
- Must possess strong working knowledge of all aspects of Microsoft Office Suite, specifically Excel

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The Agency offers an exciting work environment along with a competitive salary and benefits package. Qualified candidates should send a cover letter, resume, and salary requirements to the attention of the Human Resources Officer at hfajobs@dchfa.org or faxed to (202) 986-6736. District of Columbia residents will be given a residency preference in the application process.

The District of Columbia Housing Finance Agency is an Equal Opportunity Employer