

Budget Analyst, Job #103359

Closing Date: Open until filled

Beginning Salary Range: \$66,609.24 - \$74,000/Depending on Qualifications plus Excellent Benefits

Regular Full-Time, FLSA Exempt Position

Work Location: Queen Anne Central Office

JOB SUMMARY:

Seattle Housing Authority is looking for exceptional Budget Analyst to join our team. Are you an enthusiastic, self-motivated, and creative individual interested in working for an organization that makes a difference for the people in its community? Does joining an agency that provides quality housing and develops innovative affordable housing policy and programs interest you? As a nationally recognized leader in public housing, Seattle Housing Authority is seeking a talented individual who will join us in making a difference with the people in our community. The ideal candidate possesses excellent communication skills, strong analytical and research skills and enjoys problem solving.

BASIC FUNCTION:

Under the direction of the Budget Manager, perform varied and complex financial management, budget and accounting analyses. Actively provide leadership or participate on cross-functional teams as an authoritative representative of the Chief Financial Officer and the Budget Manager.

MINIMUM QUALIFICATIONS:**EDUCATION:**

Bachelor's degree in Finance, Economics, Business Administration, Accounting or related field required. Training in housing finance, particularly low-income housing tax credits desirable. Documented training/proficiency in enterprise accounting/budgeting systems desirable. A directly related graduate program degree or CPA license may substitute for experience.

EXPERIENCE:

Three years experience in public sector budgeting, finance, accounting, or directly related experience required. Experience with low income housing operations, financing, development, and/or regulation desirable. Experience applying GAAP accounting principles and familiarity with basic financial statements (Balance Sheet and Income Statement) desirable. Experience with enterprise accounting systems, particularly JD Edwards, desirable. Candidates may document how their education, training, and experience meets minimum qualifications.

To Apply: If you enjoy providing excellent professional services and expertise in a fast-paced environment, we would like to hear from you. All applicants must apply online using our electronic application process. Apply online anytime at:

<https://www.governmentjobs.com/careers/seattlehousing/jobs/2351256/budget-analyst-job-103359?pagetype=jobOpportunitiesJobs>

Or

Visit our Job Center Kiosks:

Weekdays between 8:00am-4:00pm, except holidays, at:

Seattle Housing Authority- First Floor

Human Resources Job Center Kiosks

190 Queen Anne Avenue North

Seattle, WA 98109

Equal Opportunity Employer