



*The King County Housing Authority is seeking a talented professional to serve as the Authority's next*



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# Senior Financial Analyst

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**LOCATION:** TUKWILA, WA  
**COMPENSATION:** \$61,324 - \$71,672

**Position is open until filled. The first review of applications is scheduled to begin on June 5th, 2018.**

*The Mission of the King County Housing Authority is to be a national leader in providing innovative and effective housing solutions so that people and communities can prosper. Our Vision is that all residents of King County have quality affordable housing.*

*Our Goals are to:*

- *Manage the best public housing in the country*
- *Preserve and expand the supply of affordable housing*
- *Help the region end homelessness*
- *Promote economic self-sufficiency for residents*
- *Reduce our impact on the region's environment*

## **THE AUTHORITY**

The King County Housing Authority (KCHA) is one of the most highly-regarded housing authorities in the United States and is the largest provider of affordable housing in the Pacific Northwest. Since its establishment in 1939, KCHA has played a key role in providing affordable housing options for residents of the metropolitan region surrounding Seattle. With a diversified real estate portfolio and through partnerships with local communities and nonprofit organizations, KCHA delivers affordable housing and facilitates support services such as education, job training and social services to more than 50,000 residents.



The Authority has a staff of nearly 400 employees located throughout the region with the majority sited at our administrative offices in Tukwila. Employees provide a broad array of affordable housing services to approximately 18,000 households including management of apartments, administration of the federal Section 8 program, supportive services aimed at housing stability and the development or acquisition of new units. For additional information about KCHA, visit our website at [www.kcha.org](http://www.kcha.org).

## THE OPPORTUNITY

The achievement of KCHA's mission is directly related to our ability to hire and retain a skilled, high-performing, and diverse workforce that is well equipped to carry out that mission. We are interested in candidates with a passion and enthusiasm for finance and a deep understanding and appreciation for the important role it plays as a strategic partner in the organization.

The successful candidate will have solid budgeting and forecasting skills and is interested in being a part of a team that will lead the agency in its progress towards building a culture of continuous process improvement and employee development.



## THE DEPARTMENT

The Finance Department provides vital services to internal employees, program participants, outside investors, and a wide array of other stakeholders.

The Financial Planning and Analysis team adds value to the Authority by providing leadership with essential budgeting knowledge and experience endeavored to support strategic operating decisions.

## THE POSITION

The Senior Financial Analyst is an important member of the finance team. The position will be responsible for budgeting and financial analysis as well as reporting. The incumbent will participate in all financial planning activities of the agency and will work closely with different department leaders to provide consultative analysis and reporting. They will also contribute to process improvement efforts and other key initiatives in support of KCHA's mission.

Key responsibilities of the Senior Financial Analyst are:

- Contribute to the development of the annual operating and capital budgets and midyear financial re-forecast
- Carry out complex analytical projects which guide management decision making

- Assess feasibility of proposed plans and projects
- Monitor and maintain budget data in the ERP software
- Review, analyze and recommend improvements for budget procedures for each department
- Prepare monthly financial reporting
- Support annual audit process
- Prepare recurring journal entries and provide support to the accounting function

## CHALLENGES FACING THE DEPARTMENT

- KCHA has grown significantly in the past 10 years in both size and complexity. The Senior Financial Analyst will play an important role in streamlining operations in order to meet the demands resulting from this growth. Identified areas of opportunities include:
  - The budget creation process is nearly entirely Excel-based. Introduction and implementation of modern, sophisticated and intuitive tools is necessary.
  - KCHA's Enterprise Resources Planning financial software system (Unit4 Business World) went live in 2010 and many available features have yet to be implemented. Analysis of available unused functionality is desirable in order to maximize the benefits the system offers.
  - There is a great opportunity to develop the analytical proficiencies within the department.
- The Financial Reporting and Financial Planning departments are transitioning to a Subject Matter Expert (SME) model. In this construct, all six team members will share in the combined workload of the two departments. The two Finance Managers will retain their subject matter expertise in their respective specialties of financial reporting and financial planning. Other team members such as the Senior Financial Analyst will be assigned specific SME responsibilities, but will participate in all aspects of both departments. The expected outcome will be a well-trained team with a significantly better understanding of KCHA's complex operating model.



## THE IDEAL CANDIDATE

Our ideal candidate will be an intelligent, organized and driven individual who is looking for an opportunity to be challenged and make a difference. The candidate will possess strong analytical skills and will work well in a team environment. They will be looking for creative ways to improve current processes and providing in-depth and meaningful analyses to support organizational initiatives and objectives.

The successful candidate will be considerate and even-tempered, bringing energy and enthusiasm to the position. The candidate should be comfortable working in a diverse work environment and community, have a commitment to helping low and moderate income families and bring an unquestioned integrity to the position.

### Core Competencies

Professionally, some of the words that describe the successful candidate will include:

- Analytical
- Creative
- Dedicated
- Proactive
- Communicative
- Energetic
- Thorough
- Decisive
- Direct

### Communication Skills

The best candidates will exhibit an open, direct/straight-forward communication style with excellent oral and written skills. Furthermore, the Senior Financial Analyst will be a good listener who works well with personnel throughout all levels of the organization in a consistent manner. The Senior Financial Analyst must be able to maintain confidential information.

## EXPERIENCE & EDUCATION

- A Bachelor's degree in accounting, finance, economics or a related field
- At least three years of professional experience in a position-related discipline such as accounting, finance, budgeting or financial planning and analysis
- Strong Microsoft Excel skills
- Experience working with ERP systems
- Experience providing top-notch consulting services to internal or external clients is highly preferred
- Experience working in a public agency is preferred
- CPA license is preferred

## COMPREHENSIVE BENEFITS PACKAGE

- Medical and Dental benefits with premium assistance for entire family
- Term Life, Accidental Death and Dismemberment Insurance
- Long-Term Disability Plan
- Flexible Spending Accounts
- Deferred Compensation Plans
- 12 Paid Holidays, Paid Vacation and Sick Leave
- Employer-paid Training, Development, Professional Dues and Memberships
- Tuition Assistance
- Retirement Benefits through the Washington State Public Employees Retirement System
- Commuter Transit Benefits
- Annual Flu Shots
- Alternative Work Schedules

For detail on benefits browse to:

[www.kcha.org/employment/benefits](http://www.kcha.org/employment/benefits)

## TO APPLY

- Complete the online application profile at [www.kcha.org/employment](http://www.kcha.org/employment).
- Include a cover letter and detailed résumé

This position is open until filled. The first review of applications is scheduled to begin on June 5<sup>th</sup>, 2018.

For questions, please contact Sarah Crane, Senior Recruiter, by email at [sarahcr@kcha.org](mailto:sarahcr@kcha.org).