



EMPLOYMENT OPPORTUNITY

Financial Analyst

ORGANIZATIONAL SUMMARY:

DC Housing Finance Agency is a uniquely created and organized financial intermediary and administrator of affordable housing programs and resources for the District of Columbia. Through its Multifamily Lending and Neighborhood Investment division, DCHFA issues tax-exempt mortgage revenue bonds to lower the developers' costs of acquiring, constructing and rehabilitating rental housing. DCHFA's Single Family Programs division manages all of the Agency's homeownership programs with the goal of expanding and retaining homeownership opportunities in the District of Columbia.

We are proud to be a diverse, inclusive, and equitable organization, which is important and vital to the success of our Agency.

POSITION SUMMARY:

The Financial Analyst analyzes and interprets financial transactions related to the Single Family Program and Multifamily Loan portfolio. The position will help other team members prepare pertinent accounting entries to ensure multifamily bond issuances and resulting investment, cash holdings and loans to borrowers are accurately captured within the general ledger and ultimately within the Agency's financial statements. Communicate effectively with staff within both the Multifamily and Single-Family Divisions as well as trustee banks to obtain information, as necessary. Provide support during the Agency's annual audit.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Multifamily:

- Ability to grasp the flow of funds for multifamily bond, mortgage and investment transactions during closings, construction period and post-conversion to permanent financing.
- Review, analyze, allocate and record monthly transactions utilizing data supplied by the trustees as well as by referencing bond and mortgage documents.
- Verify and reconcile general ledger to bond, mortgage and draw schedules as well as escrow and cash/investment balances to the trustee bank accounts.
- Work with the controller to prepare year-end bond interest expense, mortgage interest income, investment interest income and other pertinent accrual entries to ensure the trial balance is audit-ready in a timely manner.
- Work within defined period end closing timeframes.

Single-Family:

- Maintain tracking of Single Family (SF) Program loans and ensure records are kept current to fulfill varying external and internal reporting needs.
- Serve as the liaison between the Single-Family Department and Finance to ensure timely funding of loans and timely reporting to various external stakeholders.



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- Perform all accounting functions related to the Single-Family Programs and active Single Family Trustee Projects. Such functions include but are not limited to the following:
 - Performing monthly bank reconciliations
 - Recording of all transaction relating to returns, loans funded, line of credit draws and repayments, write-offs, allowances, reimbursements, and other fees
 - Reconciliations of transactions to the general ledger
 - Maintain the trial balances for all SF programs and work to ensuring that all related discrepancies are resolved in a timely manner
- Perform monthly, quarterly, and year-end financial closing procedures.
- Assist in year-end audits.
- Serve as a rotational member of team that provides daily rates for Single Family Open Doors mortgage loan business.
- Perform other duties as assigned.

Knowledge and Other Qualifications:

- Bachelor's Degree in accounting or finance from an accredited university or equivalent experience
- 2-3 years' experience in a finance related position
- Accounting experience or course work
- Strong data analysis skills required
- Must possess strong problem-solving, organizational, analytical, and math/quantitative skills
- Excellent communication skills, both verbal and written
- Ability to pay strong attention to detail
- Must possess strong working knowledge of all aspects of Microsoft Office Suite, specifically Excel

TO APPLY:

The Agency offers an exciting work environment along with a competitive salary and excellent benefits package. Qualified candidates should apply at:

<https://recruiting.paylocity.com/recruiting/jobs/All/bb630a56-2ccb-4c82-b9bd-ae9d0111dfe0/District-of-Columbia-Housing-Finance-Agency>