

ESCAMBIA COUNTY HOUSING FINANCE AUTHORITY
JOB DESCRIPTION
BUSINESS SPECIALIST

POSITION REPORTS TO: Director of Administration
JOB TITLE: Business Specialist
POSITION TYPE: Full Time
SALARY RANGE: \$45,000 – \$58,000
CLOSING DATE: August 7, 2023, or until filled

Summary of Position:

DESCRIPTION:

The Business Specialist exercises discretion and independent judgment in performing administrative, accounting, and auditing tasks related to the processing of records, preparation and maintenance of financial records, the tracking and internal audit of financial transactions, the production of reports and statements, and payroll time sheet administration, as required.

ESSENTIAL DUTIES:

Handles first-time homebuyer inquiries via phone and email in an efficient, professional manner providing timely, county specific information.

Processes Down Payment Assistant Requests and Second Mortgage Satisfactions following Authority guidelines.

Performs a variety of accounting functions, which includes preparing weekly accounts payable checks; reconciling accounts; preparing accounting schedules; preparing deposits; processing checks; preparing, reviewing and electronically filing quarterly tax filings for accuracy; coding and entering information into a database; serving as a liaison with outside agencies; and, performing other related tasks.

Prepares the deposits for incoming funds and codes to proper accounts and depositories and performs accounts receivable functions to include researching any discrepancy or problem and making the necessary correction(s) to the appropriate account(s) and notifying management accordingly.

Assists in the preparation of the Authority's monthly payroll taking necessary deductions and making reports for the payment of all payroll taxes, retirement and other payroll liabilities; maintains employee leave accounts and other payroll records.

Reconciles activities on monthly trustee statements on all bond issues to ensure the receipt and reconciliation of Authority's issuer fees, fees from purchases of GNMA/FNMA, Mortgage-

Backed Securities principal and interest receipts, “To Be Announced” TBA Single Family Mortgage Loan Program income, disbursements, pooling requests and trade reconciliations and interest income on various accounts and investments.

Processes, monitors, and maintains proper financial information related to fiscal and/or accounting related transactions in accordance with established Authority guidelines.

Prepares printouts and reviews monthly transaction listings, trial balances, balance sheets, income/expense statements in accordance with generally accepted accounting principles. Prepares monthly ledgers and budget to actual reports for Authority meetings showing percentage variances.

Prepares, submits, reviews, and analyzes a variety of reports, reconciliations, and statements to and from internal departments/staff, financial institutions, and external agencies; makes recommendations to management based on findings. Compiles, balances, reconciles, and audits financial information in assigned area of responsibility; tracks revenues, expenditures, and/or investments.

Maintains the fixed asset/equipment inventory, prepares depreciation schedules and maintains various other accounting records.

Assists management with the annual budget preparation and performs monthly budget maintenance activities as needed, which includes, but not limited to: preparing supporting documentation and notifying management related to discrepancies in order to assist with the Authority’s financial planning efforts.

Assists with external audit functions.

Represents the Authority at a variety of meetings, public events, training sessions, on committees, and/or other related events as approved by the Executive Director and/or Director of Administration.

Provides assistance and information to the public regarding the Authority’s programs and provides staff support in any function of the Authority as needed.

Performs other duties of a similar nature or level as requested.

Knowledge of:

- Generally Accepted Accounting Principles (GAAP)
- Governmental Accounting Standards Board (GASB) Pronouncements
- Principles, practices, and standards of governmental fund accounting and enterprise fund accounting
- QuickBooks
- Microsoft Office software (Teams, Excel, Word, and Outlook)
- Principles and practices of cash management
- Financial and statistical recordkeeping techniques

- Account reconciliation, preparation, review, and control methods
- Applicable Federal, State, and Local laws, rules, and regulations
- Budgeting principles
- Grant and/or contract management principles and practices
- Auditing principles and practices
- Florida Public Records Management Laws and Records Retention Regulations
- Florida Government Sunshine Laws and Government-in-the-Sunshine Manual

Skills in:

- Adhering to established guidelines and practices
- Maintaining accurate accounting records
- Preparing accounting statements and reports in accordance with GAAP and GASB
- Analyzing financial data and bringing problems to the attention of management
- Monitoring accounting control systems and identifying problems
- Reconciling, balancing, and auditing accounts timely and accurately
- Preparing comprehensive accounting reports
- Verifying, balancing, and adjusting accounts
- Meeting assigned schedules and performing work in a timely manner
- Reviewing financial documents for completeness and accuracy
- Maintaining financial records and required documentation
- Working independently and being self-motivated
- Reading, comprehending, and analyzing financial statements and related program documents
- Using computers and applicable software applications
- Interpreting and applying applicable Federal, State, and/or Local laws, rules, and regulations
- Performing mathematical calculations
- Applying accounting procedures and principles
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, lenders, the general public, etc. with sufficient to exchange and the ability to convey information and to receive work direction in a positive manner in order to maintain harmonious work relationships and to build public trust

MATERIAL AND EQUIPMENT USED:

- Personal computer
- Standard office machines and equipment

ADA REQUIREMENTS:

Physical Requirements:

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

BENEFITS:

Employees have flexibility in choosing a benefit package that meets their personal needs.

ECHFA Benefits include:

- Medical, dental and vision insurance options
- Florida Retirement System
- Paid time off
- Tax savings through flexible spending accounts for medical and dependent care needs
- Tuition reimbursement assistance
- No cost Employee Assistance Program
- Voluntary benefits are also available.

Minimum Qualifications:

Bachelor's Degree in Business Administration, Accounting, Finance or related field and two (2) years of accounting or business management experience; or, an equivalent combination of higher education (BBA, MBA, CPA, or directly related degree) and experience sufficient to successfully perform the essential duties of the job such as those listed above.

The position incumbent must have the ability to adapt to changing priorities and be capable of handling multiple projects in a very busy environment. The incumbent must have the ability to organize and prioritize work and work independently to find acceptable solutions to problems. The ability to communicate effectively both verbally and in writing with all stakeholders is essential.

Preferred Qualifications:

Master's Degree in Business, Management, Accounting, or related field from a four-year college or university is preferred or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.