



HOUSTON  
HOUSING AUTHORITY

## HOUSTON HOUSING AUTHORITY POSITION DESCRIPTION

**Position Title:** Financial Analyst, REID  
**Department:** Real Estate Investments & Development (REID)  
**Supervisor:** Senior Vice President

Exempt    Non-Exempt                       New Position    Revision (see below)

Change of title                      Previous Revision Date: \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Revised qualifications                       Revised duties                      \_\_\_\_\_

Expanded qualifications                       Expanded duties                      \_\_\_\_\_

**Effective Date:** 01/24/2024

**Approved:** \_\_\_\_\_  
Vice President of REID or Designee

**Approved:** \_\_\_\_\_  
Director Human Resources, Training & Development or Designee

### GENERAL SUMMARY

The Financial Analyst of (REID) provides consulting services to the Houston Housing Authority under the direction of the Vice President. The Financial Analyst of REID will be active in all phases of affordable housing development and modernization including selecting developable sites, analyzing potential acquisitions, conceptualizing projects, obtaining appropriate financing and ensuring projects are completed on time and within budget. Provides expertise and oversees all new housing development, capital improvement programs, Capital Funds Program (CFP), Low Income Housing Tax Credit Program, and energy savings performance contracts. Performs a variety of complex tasks involving the operation of housing developments. Reports to the Senior Vice President.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists in reviewing project proposals, and verifies project plans are in compliance with State, Federal regulations, and State, Regional and City Comprehensive Plans, policies and procedures.
- Provides planning services to achieve structured and organized growth and development of the affordable housing inventory in the HHA jurisdiction; reviews development proposals and verifies compliance with State and Federal regulations, and City and HHA policies and procedures.
- Prepares planning project evaluations, recommendations and staff reports for the HHA executive, REID, Voucher and Public Housing Departments.
- Reviews and evaluates residential development plans, proposals, plats, site plans and technical documents; verifies compliance with regional standards and HHA requirements.
- Provides assistance with CBDG-DR applications to the City and County.
- Assists in developing an online mapping tool with the required potential development criteria.

- *Create a how to guide for the future Policy Analyst and Planner positions.*
- *Assists in collecting, analyzing and presenting data and information from all HHA programs areas for use in various plans, reports, and informational collateral including but not limited to various internal and external communication products.*
- *Assists in producing the Annual Report.*
- *Assists in creating/contributing towards production of regular and special projects, publications and reports.*
- *Assists in developing and maintaining useful data inquiries and effective reports.*
- *Bachelor's degree in Business Administration, Finance, Accounting, or related field; CPA or CMA a plus.*
- *Strong working knowledge of Excel and financial modeling*
- *Excellent analytical, decision-making, and problem-solving skills*
- *Attention to accuracy and detail required*
- *Spearhead the annual and quarterly budgeting and forecasting processes*
- *Identify opportunities for performance improvement*
- *Maintain knowledge and keep abreast of new investment in real estate regulations or policies*
- *Develop models that help with decision-making*
- *Provide analytical, forecasting, reporting, and project support to senior management*
- *Performs other duties as assigned.*

## **KNOWLEDGE, SKILLS AND ABILITIES**

- *Demonstrate expertise in affordable housing developments. Experience having led and closed LIHTC transactions. Knowledge of Section 42 regulations required.*
- *Success at real estate development, acquisition and preservation as well as generation of developer fees and revenue when compared against approved project completion schedules and Board approved budget limits.*
- *Comprehensive knowledge of the modern principles, practices, and techniques pertaining to management of affordable housing programs.*
- *Comprehensive knowledge of the relationship between the Authority and federal, state, and local jurisdictions and their abilities to provide funds or other support to the Authority, and PHA operating policies and procedures regarding such relationships.*
- *Knowledge of federal affordable housing programs, with a focus on public housing, Section 8 tenant-based and project-based voucher programs, Project-Based Section 8 Multi-family Rental Assistance (PBRA), Community Development Block Grant (CDBG) including CDBG-Disaster Recovery, HOME, is preferred.*
- *Considerable knowledge of community organizations, institutions, groups, agencies, and business firms.*
- *Skills in personal computer software packages such as word-processing and spreadsheets, ability to generate development proformas.*
- *Skills for meeting and dealing with the public and other bodies, and presenting information in a clear, organized, and convincing manner.*
- *Ability to negotiate developer agreements, land and real estate contracts.*
- *Knowledge of federal procurement is preferred.*

- *Ability to relate and interact with people of diverse social and economic backgrounds.*
- *Ability to deal effectively with situations that require tact and diplomacy, yet firmness.*

### **COMPLEXITY / SCOPE OF WORK**

- *The employee must perform a wide variety of tasks, which range from routine to difficult and are not closely related.*
- *Work needing to be done must be identified, coordinated, integrated, prioritized and accomplished using a variety of tasks or assignments.*
- *The Executive Analyst of REID must make regular decisions involving usual and unusual circumstances, conflicting data, or other non-routine occurrences.*
- *Decisions and issues facing the employee involve multiple organizational units.*
- *The employee's work affects other employees, Authority residents, various departments of city and county government, and numerous business firms, organizations, institutions, and agencies in the community.*
- *The quality of the employee's assistance to the Senior Vice President and President & CEO is reflected directly in the accomplishment of the Authority's goals and objectives.*

### **GUIDELINES**

- *Other than the established policies and procedures and traditional employment practices, few written guidelines cover these situations. When the Executive Analyst of REID makes decisions that are not covered by guidelines, he/she will generally consult the supervisor of some other authority, develop new guidelines, or make a decision based on the circumstances and past experience.*
- *Good judgment is required.*

### **SUPERVISORY CONTROLS**

- *The employee receives general instructions from the Vice President and then develops the sequence and timing of activities on the basis of objectives, priorities and deadlines established.*
- *Generally, instructions from the SVP are broad, though there are intermittent occasions when the Executive Analyst of REID receives specific instructions.*
- *Problems or situations not covered by instructions are either dealt with independently, or in consultation with the supervisor.*
- *The Executive Analyst of REID's work is reviewed regularly for adherence to policies and attainment of objectives.*
- *The employee may provide direction and instructions to staff.*

## PERSONAL CONTACTS

*Contacts are primarily with other Authority employees, the Board of Commissioners, federal, state, and local governmental officials, and representatives, banking institutions, and community agencies.*

## PHYSICAL DEMANDS / WORK ENVIRONMENT

- *The employees work is primarily sedentary, but may involve some physical exertion during on site visits with residents, staff members, or community personnel.*
- *The employee may sit comfortably to do the work, or may be involved in some walking, standing, bending, carrying of light items such as papers, books, and files, or driving an automobile.*
- *There may be physical exertion while traveling to meetings, conferences, or workshops in other cities.*
- *The employee's work involves the normal risks or discomforts associated with an office environment and are usually in an area that is adequately cooled, heated, lighted, and ventilated. From time to time, however, it may involve visits to outdoor developments, sites, dwellings, or facilities.*

## MINIMUM QUALIFICATIONS

- *Four (4) year degree in Business, Construction Management, Public Administration, or other field related to position duties from an accredited college or university, and four (4) years progressive management experience, or a combination of education and experience.*
- *Experience relevant in real estate valuation and finance, financial planning & analyst, investment administration, or other related fields.*
- *Three (3) years in a leadership role planning and developing affordable housing in the public or private sector, or an equivalent combination of experience and education.*
- *A Housing Management Certificate is preferred.*
- *Bondable.*
- *Valid Texas driver's license.*
- *Eligibility for coverage under Agency fleet auto insurance.*

## DISCLAIMER

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*