

Budget Analyst, Job #100234

Starting Rate: \$58K + DOE

Excellent Benefits

This job is open until filled, with first review on 1/8/10 at 4:00 PM

The Seattle Housing Authority, a nationally recognized leader in developing and maintaining innovative, affordable housing communities, is recruiting for a Budget Analyst.

Duties:

Will 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:

Bachelor's degree in Finance, Economics, Business Administration, Accounting or related field required plus at least three years experience in public sector budgeting, finance, accounting, or directly related experience required. Candidates may document how their education, training, and experience meets minimum qualifications.

Must be able to work a standard schedule Mondays - Fridays 8:30 AM - 5:00 PM, with longer hours during intense annual budget season June through September with limited vacation days during that period.

Competencies, Knowledge, Skills & Abilities:

Preferred Qualifications:

Training in housing finance, particularly low-income housing tax credits desirable. Documented training/proficiency in enterprise accounting/budgeting systems desirable. 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.

**TO APPLY:**

Apply online anytime at <http://www.seattlehousing.org/jobs> or submit an online job application

OR

Visit our Job Center Kiosks weekdays between 8:00 am – 4:00 pm, except holidays, at:

Seattle Housing Authority - First Floor  
Human Resources Job Center Kiosk  
120 Sixth Avenue North, PO Box 19028  
Seattle, Washington 98109-1028

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