



# KCRHA

King County Regional Homelessness Authority

## **Budget & Financial Analyst**

### King County Regional Homelessness Authority

**Role Title:** Budget & Financial Analyst

**Salary Range:** \$80,000 - \$95,000

The RHA provides unlimited vacation, 96 hours of paid sick and safe, 12 official holidays and 2 personal holidays, medical, dental, and vision benefits, a pension plan and Deferred Compensation Plan to eligible employees, life insurance and LTD.

#### **Organizational Overview**

The King County Regional Homelessness Authority (RHA) oversees all homelessness related programming and prevention initiatives in the Seattle/King County region. Created via an interlocal agreement between the City of Seattle and King County in 2019, the Authority is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the RHA is specifically tasked with:

1. Engaging and centering people with lived experience;
2. Focusing on justice-based approaches to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the county.

The Authority is currently in its founding era and seeks dynamic and skilled leaders at all levels.

#### **Team Overview**

The Administrative Office oversees and supports the RHA's operations and ensures organizational sustainability, related strategy development, and overall agency transparency and accountability. The Administrative Office is responsible for Finance, Human Resources, and Information Technology. The team directly interacts with all offices across the RHA, working closely with the Executive Office to ensure direct operational alignment with the strategy and goals of the RHA.

## **Role Description**

Under the direction of the Assistant Chief Administrative Officer for Finance (ACAO), the Budget & Financial Analyst will perform a wide variety of professional-level budget and financial analysis tasks and will similarly participate in the financial planning and cost allocation

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processes. This position will help manage the Authority budget, prepare recommendations for budget amendments and prepare responses to funder requests for financial analysis. The Budget & Financial Analyst will help reconcile or coordinate priorities and day-to-day work of the Finance Team. Areas of responsibility include grants management, accounts receivables, financial reporting, budgeting and technical assistance.

## ***Accountabilities***

### **Financial Analysis (50%)**

- Direct the compilation of administrative, programmatic, direct, and indirect funding data as requested in response to requests from internal stakeholders and funders
- Work with the Contracts Unit to ensure timely, accurate, and transparent availability of provider spending data against budgets
- Prepare and distribute monthly internal spending reports and financial statements
- Analyze salary expenses and provide reports to the People Operations Division
- Support the work of the Grants (Contracts and Compliance) Manager to ensure expenditures comply with funding requirements
- Analyze spending by fund source, by funding, by provider to inform Executive Management decisions and annual underspend reallocation process

### **Budgeting (40%)**

- In consultation with the ACAO for Finance, develop and implement internal budget budgetary policies and procedures as needed
- Assist in the preparation and implementation of Cost Allocation Plans for Authority divisions and administrative activities
- Coordinate with other Authority divisions and funders when creating and finalizing the Authority's annual budget
  - Direct and coordinate Internal and external budgeting and planning activities, including budget formulation, monitoring, and presentation
  - Develop Internal and External Budget tools, procedures, and templates
  - Train staff on Internal and External budgetary procedures and tools
- Assist in the categorization, classification, allocation, and definition of various expenses as "Administrative," "Indirect," "Direct," and "Programmatic" for the purposes of budgeting and cost allocation while remaining in compliance with funding source terms and requirements
- Participate in the evaluation of proposals for funding in response to Requests for Proposals (RFPs) all finance related sections of applicant submissions

## **Stakeholder Engagement (10%)**

- Work directly with counterparts in funder agencies to develop an understanding of information and reporting needs and create responsive feedback loops for long-term sustainability of these relationships
- Attend relevant meetings with community-based organizations, other government agencies and partners, broadly to support building and sharing of resources
- Actively build relationships with innovators across the sector/across sectors to support driving creative innovation and change within workstreams of oversight.

## ***Minimum Requirements***

Studies have shown that women, people of color, and those from underrepresented groups are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in the best candidate for the job and encourage you to think broadly about how your background might make you a valuable member of our team in this role when deciding whether to apply. At minimum we are looking for the following:

- Fluency in equity and racial justice concepts and language, understanding of their own privilege and power, and ability to bring equity impact analysis to life in the context of their tasks.
- Minimum of 2+ years of experience working in financial analysis and budgeting within a governmental entity or large federally funded non-profit organization.
- Advanced proficiency in various computer software programs, specifically Microsoft Office (Word, Excel, Access, PowerPoint, Project, and Outlook, especially Excel)
- Public finance budgeting concepts, practices, and procedures
- Strong quantitative data and financial analysis skills, exceptional attention to detail and ability to quickly and very accurately respond to requests for information from external funders and other stakeholders
- Strong written and verbal skills.
- Proven organizational, strategic, and financial planning acumen
- Working understanding of 2 Code of Federal Regulations (CFR) Part 200.
- Proven experience preparing spend down analyses, financial reports and statements
- Demonstrated experience working independently and in a team environment.
- Demonstrated experience preparing and presenting funding requests to executive leadership and management.
- Familiarity with relevant, applicable homelessness-related Government laws and regulations, including the HUD Supportive Housing program, ESG, and CDBG
- Understanding of fund accounting and finance; strong familiarity government and nonprofit accounting and finance is a plus
- The ability to work onsite up to 3 days a week.
- This recruitment may also be used to fill additional positions per business needs.
- Knowledge of fund accounting software
- Experience applying Office of Management and Budget (OMB) Circulars A-110, A-122, A-133 and general ledger management and maintenance.

- Knowledge of and experience with applying applicable laws, rules, regulations and/or policies and procedures procurement and/or administration of contracts, grants, or similar agreements.
- Intermediate level understanding and knowledge fund accounting software, including Oracle Products.

## **EEO STATEMENT**

The Regional Authority is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on the basis of race, creed, religion, color, national origin, age, alienage or citizenship status, ancestry, nationality, national origin, marital or domestic partnership or civil union status, familial status, sex, pregnancy, gender identity, or any other characteristic protected by federal, state or local law. In addition, The Regional Authority will provide reasonable accommodations for qualified individuals with disabilities.