



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Staff Services Manager II (Supervisory)
- **Working Title:** Telework Option - Financial Services Manager
- **Salary:** \$7,028.00 - \$8,732.00 per month
- **Final Filing Date:** 12/01/21
- **Work Type/Schedule:** Permanent, Full time
- **Location:** Sacramento County

This position is eligible for full-time telework under Government Code 14200 for eligible applicants residing in California.

Job Description:

Under the general direction of the Chief Financial Manager (Staff Services Manager III) of the Financial Management Branch, the Staff Services Manager II is responsible for the management and oversight of the Financial Transactions Unit and the Loan Servicing Unit. The incumbent is responsible for managing and oversight of HCD's loan and grant servicing functions and of award, disbursement, and other financial transaction processes for HCDs federal, state, and bond loan and grant portfolio.

Desirable Qualifications:

- Experience with loan servicing.
- Knowledge of Federal funded financial transactions.
- Knowledge of State or government budget processes.
- Knowledge of State accounting and financial systems.
- Organizational and supervisory/managerial skills.
- Excellent oral and written communication skills.
- Demonstrated analytical expertise and exercise initiative.
- Ability to work with all levels of staff and external stakeholders.
- Intermediate-Advanced Microsoft Excel skills.

Please click [here](#) to apply.