



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Associate Accounting Analyst
- **Working Title:** Telework Option: Financial Management Office Analyst
- **Salary:** \$5,652.00 - \$7,079.00 per month
- **Final Filing Date:** 06/06/22
- **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 Staff Services Manager I, the incumbent is responsible for analyzing and completing budgetary adjustments and allocation system updates, program income system updates, state match system updates, and analyzing and processing encumbrances, payee data records, invoices, and drawdowns, for Federal, State, and Bond Programs. As needed, the incumbent may provide technical assistance to borrowers, auditors, attorneys, escrow and title companies, private and governmental agencies and the Department of Housing and Community Development staff relating to Federal, State, and Bond loans and grants. Perform data analysis, which include correcting reconciling items and providing data for reports. Perform daily activities utilizing Microsoft Outlook, Word, Excel, Integrated Disbursement and Information System – HUD (IDIS), Disaster Relief Grant Reporting (DRGR), Grant Management System (GMS), Consolidated Automated Program Enterprise System (CAPES) and the Financial Information System for California (FI\$Cal).

Desirable Qualifications:

- Independently handling multiple assignments and prioritizing work.
- Ability to communicate effectively orally and in writing.
- Strong analytical and organizational skills and exercise good work habits.
- Be proactive, reliable, responsible, and detail oriented.
- Ability to provide excellent customer service to internal and external customers.
- Ability to identify and resolve various issues.
- Knowledge of performing reconciliations.
- Proficient in Excel and Word.

Please click [here](#) to apply.