

## The Opportunity

The Baltimore Regional Housing Partnership (BRHP), which operates the Baltimore Housing Mobility Program, is a 501(c)(3) that expands housing choices for over 4,300 qualified families who have historically been excluded from housing in well-resourced neighborhoods, helping them to transition successfully to safe, healthy and economically vibrant communities. The families we serve are transitioning from areas of concentrated poverty and obtaining quality and affordable housing in communities with strong schools, low crime, and ample job opportunities in high opportunity areas within Baltimore City and Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties.

BRHP is seeking a Financial Operations Analyst who is aligned with the mission above and experienced in nonprofit and government financial operations.

## Essential Duties and Responsibilities

*The below statements are intended to describe the general nature and scope of work for the Financial Operations Analyst. This is not a complete listing of all responsibilities, duties, or skills required.*

- Assist with the preparation of monthly financial statements and organizational budgets
- Maintain general ledger and perform reconciliations
- Assist with monthly payment process of approximately \$3-5 million
- Prepare itemized statements, bills, or invoices and record amounts due
- Monitor accounting for various grants and revenue generating initiatives
- Provide contract oversight and management for BRHP consultants and vendors
- Prepare and analyze financial reports related to the Housing Choice Voucher program for accuracy and completeness
- Document errors and track corrections in alignment with HUD regulations and Baltimore Regional Mobility Housing Program requirements, including identifying error patterns and recommending potential solutions
- Manage recovery of overpayments and security deposits
- Manage repayment agreement transactions
- Prepare Voucher Management System (VMS) financial and unit reporting to the U.S. Department of Housing and Urban Development
- Support and participate in annual financial and A-133 compliance audit
- Support ad-hoc financial analysis and recommend potential solutions to Financial Operations Director and Executive Director on items such as future financial forecasts for organization, retirement plan investments, vendor proposals, and real estate development deals
- Comply with federal state and local requirements and advise management on needed actions
- Provide staff support to the Finance Operations Director and Executive Director on special projects

## Required Qualifications

- Bachelor's degree in accounting or comparable degree
- Advanced knowledge of financial management and internal controls
- Minimum of three years' experience in financial operations of a nonprofit, or government organization that received federal funds

- Ability to analyze programs, policies, and financial needs and prepare clear and concise administrative and financial reports
- Adept with QuickBooks, Microsoft Excel, and SharePoint
- Willingness and desire to work within a small team and take on additional tasks as needed

### Preferred Qualifications

- Successful completion of Certified Public Accountancy Exam
- Familiarity with the U.S. Department of Housing and Urban Development's Voucher Management System (VMS)
- Familiarity with Yardi database
- Proficiency in R programming language

### General Requirements

- Honesty and integrity
- Professional behavior and respect for colleagues, clients and external partners
- Collaborative, supportive approach to work, open-minded to learning new processes
- Track record of reliable attendance and punctuality
- Strong work ethic
- Ability to work in a fast-paced environment and to handle and prioritize multiple projects, deadlines, and excellent time management
- Experience working with a diverse population

### How to Apply

- Submit a cover letter and resume tailored to the Financial Operations Analyst opportunity to [resumes@brhp.org](mailto:resumes@brhp.org). Applications are reviewed on a rolling basis, so please apply at your earliest convenience and no later than April 30<sup>th</sup> 2021.
- For more information about the organization, visit [www.brhp.org](http://www.brhp.org)
- Job Type: Full-time, exempt
- Salary: \$63,000-\$66,000/annually