

**JOB DESCRIPTION**  
BCGEU SERIES

1. Position No. Various Positions	2. Descriptive Working Title FINANCIAL REVIEW & BUDGET ANALYST		3. Present Classification AO II
4. Department Regional Operations or Non-Profit Financial Performance	5. Branch Operations	6. Proposed Classification Telework Eligible	Date August 2019 Revised September 2020; July 2021
7. Position No. of Supervisor Various Positions	8. Descriptive Work Title of Supervisor Non-Profit Portfolio Manager Senior Operations Analyst Supportive Housing Advisor Manager Women's Transition Housing & Supports Program		9. Classification of Supervisor AO V, AO III, Or Excluded Management
10. Job Summary:			

The Financial Review & Budget Analyst (FRBA) provides complex financial and program support relating to the review and administration of Non-Profit Housing Program subsidy and budgets, and the monitoring of financial performance of Non-Profit Providers engaged in the provision of social housing. He/She/They supports the Non-Profit Portfolio Manager, Senior Operations Analyst or Supportive Housing Advisor, who is the key relationship manager for the assigned portfolio of housing providers and the primary point of contact for the Non-Profit (NP).

11. Duties:
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**1. Initiates the set-up of new operating and program agreements to support the budget, subsidy and financial review processes:**

- Reviews and interprets new operating and program agreements to determine the appropriate set-up of projects in the Central Property System (CPS), Housing Connections (HC) and JD Edwards System (JDE1), utilizing knowledge of various funding programs, their differing requirements, inter-relationships and processing steps, and in consideration of any unique details of project structuring, elements and lifecycles.
- Uploads applicable fully executed agreements to the NP Portal Document Library and attaches a URL copy to CPS Project Files.
- Completes the first-time budget and subsidy process in conjunction with the Supervisor and in accordance with specific agreements for each NP Provider.

**2. Facilitates the annual budget process for assigned Non-Profit Providers:**

- Populates and follows all guidelines and processes to ensure the timely upload of the draft budget frameworks and packages to the NP Portal as Tasks and assigns or submits to the appropriate recipient based on regional protocols.
- Verifies that the finalized budgets and checklists are approved according to the NP approval budget guidelines, and reviews the budgets for accuracy, and updates approved budget changes in JDE1.
- Prepares and uploads approved budget frameworks and packages to the NP Portal as Tasks and assigns them to the Lead Budget Manager to submit to the NP Provider.
- Processes mid-year budget revisions as required, such as mortgage renewals and take-outs, and land lease expense amounts, while following all guidelines and processes.
- Processes 5-year operating budgets and calculates CPI increases for ILBC NP and Homes BC, and Lower End of Market Rents for Homes BC projects where applicable, while following all guidelines and processes.
- Maintains accurate approved and market rents in HC.
- Maintains Budget Tracking in JED1 for all budget stages and follows up with the Budget Manager on overdue budgets in assigned portfolio.

**3. Calculates subsidy payable to Non-Profit Providers under the terms of a variety of operating and program agreements:**

- Calculates and processes any changes to the recurring monthly subsidy payment and other subsidy adjustments required based on the project's approved annual budget, mid-year budget revision and/or funding program with appropriate approvals.
- Processes the annual rent subsidy payments for various Rent Supplement programs, including ILBC Rent Supplements.
- Processes the annual CPI increase for ILBC Rent Supplements.
- Reconciles differences between subsidy calculations and subsidy payments for all NP Housing Programs and analyses over/underpayment of subsidies when requested by NP Providers and/or Supervisor. Arranges payment or collection of subsidy adjustments if necessary.
- Reviews HC to identify potential errors and investigates/resolves any discrepancies found.

**4. Monitors the financial performance of Non-Profit Providers:**

- Interprets operating agreement(s) and conducts financial reviews in accordance with the requirements of the operating agreement(s).
- Interprets and analyses the NP Provider's financial statements and, if applicable, Management Letter (noting external auditor's concerns in the financial and accounting management of the development).
- Assesses if the NP has properly established its operating and replacement reserve funds and funds are being spent and accounted for in accordance with the Operating Agreements of different program types.
- Analyses, verifies, reconciles and makes adjustments to other financial information based on BC Housing's Financial Review Procedures and Guidelines. Investigates any discrepancies and reviews/updates the Commission's records and databases.
- Advises Supervisor of excessive accumulated operating surpluses and/or deficits and obtains proper approvals on substantial expenditures in accordance with the Financial Expense Authority Policy.
- Contacts housing providers, external auditors, financial institutions or other departments/branches to obtain additional information when necessary.
- Prepares and issues written reports of financial review results to housing providers, Supervisors, Accounting, Internal Audit and Program Planning departments; identifies concerns and anomalies in the financial management of the Housing Providers and recommends adjustments to future budgets to the Supervisor.
- Advises NP Providers, external auditors, Commission staff on general reporting requirements and specific financial issues.
- Maintains records of correspondence, reports, and analysis relating to the financial review of each development for each fiscal year.

**5. Performs various program support duties:**

- Verifies and updates information in various computer systems, databases and spreadsheets. Maintains accurate and up to date project, agreement, and other relevant information as appropriate.
- Recommends updates for Subsidy and Budget Guide Sheets, procedures and processes.
- Provides testing for various systems and databases, including JDE1, CPS, Web Focus and Housing Connections.
- Assists with special projects to investigate, analyse, resolve and report findings.
- Accompanies and supports the Supervisor in meetings and conversations with the NP societies as requested.

**6. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.**

**STAFFING CRITERIA**

1. Position No. <b>Various Positions</b>	2. Descriptive Working Title <b>FINANCIAL REVIEW &amp; BUDGET ANALYST</b>	3. Present Classification <b>AO II</b>
4. Education, Training and Experience:		

Diploma in a relevant discipline such as business administration or accounting.

Considerable directly related experience in a financial accounting environment.

Or an equivalent combination of education, training and experience acceptable to the employer.

5. Knowledge, Skills and Abilities:
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**Core Competencies**

- Personal Effectiveness
  - Communication
  - Results Oriented
  - Teamwork
  - Service Oriented
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- Sound knowledge and understanding of the principles, practices and techniques of program and financial administration.
  - Sound knowledge of accounting practices, including a good understanding of financial statements and budget processes.
  - Sound knowledge of mortgage lending processes, including principal and interest calculations, renewals and amortization.
  - Strong skills and advanced level proficiency in relevant databases, spreadsheet and word processing software.
  - Strong mathematical ability, attention to detail and accuracy.
  - Excellent oral and written communication and interpersonal skills, with solid command of English language.
  - Good organizational and time management skills, with the ability to plan, meet deadlines and adapt in a fast-paced environment with competing priorities.
  - Good analytical, research, investigative and problem-solving abilities and ability to exercise good judgment.
  - Ability to learn and apply BC Housing funding programs.
  - Ability to interpret operating agreements for the purpose of calculating subsidies.
  - Ability to explain information to non-profit societies and other external contacts.
  - Ability to establish and maintain relationships with internal and external stakeholders demonstrating tact, courtesy and patience; ability to adjust communication style as required to probe and assess issues.
  - Ability to work independently and as part of a team, in a fast paced, deadline-oriented environment.

6. Occupational Certification:
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