

WHEDA is looking to hire a Financial Analyst:

POSITION OVERVIEW:

The position of Financial Analyst is responsible for professional level analysis and oversight of various functions including cash management, debt management and investment management, ensuring adherence to the Authority's financial policies and procedures as well as state and federal laws and regulations.

ESSENTIAL DUTIES:

Cash management area

- Leads cash management including cash needs for the General Fund and other Authority accounts, including cash processing, reconciling, and reporting. Performs daily balancing and ensures excess cash is invested appropriately. Ensures proper segregation of duties and risk management controls. Maintains compliance with policies and regulations and works with auditors for activities related to cash management.
- Oversees relationship with banking partners, and researches and evaluates new banking products and services, and recommends product and service improvements. Assists with drafting banking services RFPs and reviews responses and scoring.
- Provides cash management guidance for new and existing program initiatives, as well as the Authority's business recovery plan. Collaborates with internal business groups to identify and resolve problems.

Debt management area

- Participates in the analysis of funding sources and lending products considering interest rate risk, tax-exempt bond law, regulatory requirements for federal funding sources, and historical and projected cash flows.
- Performs analyses and reporting for ongoing bond performance and compliance; updates debt management system to create general ledger entries, supports new bond issue process, assisting with cost of issuance, reserve requirements, and analyzes information from bond underwriters for new issues.
- Supports and monitors market valuations for interest rate swaps, partnering with swap providers to establish methodologies and analyses that support accurate swap payments.

- Supports external reporting requirements for rating agencies, WHEDA line of credit and liquidity facility providers and other external partners. Monitors and posts continuing disclosure notices following the Municipal Securities Rule-making Board.
- Performs analyses for debt retirement and redemptions, reviewing swap terms and regulatory restrictions, debt characteristics, and collateral characteristics for mortgage loans and mortgage-backed securities.

Investment management area

- Supports investment strategies including purchases, sales, and reporting for various security types, performs relevant research, and monitors, prices, performs compliance, and reports/records activity. Integrates data into investment reporting system and prepares reports for review.

Other

- Prepares or assists with various reporting requirements for internal and external stakeholders, including reports to internal Finance Committee and state required reporting as it relates to minorities', women, and disabled veterans' business spending.
- Administers employee expense reimbursement system, setting up new users, monitoring system access, and providing user support. Collaborates with colleagues and business partners to enhance existing products, programs, and analyses.
- Recommends improvements to services, processes, procedures, and documentation.
- Performs or assists with other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree in Finance or a closely related field OR an equivalent combination of education and experience.
- Valid Driver's License

KNOWLEDGE AND SKILLS:

- Short and long-term debt instruments and fixed and variable rate debt instruments.
- Basic derivatives knowledge, including interest rate swaps and interest rate caps.

- Investment securities including money market funds, Treasury, agency, corporate securities, and MBS.
- Knowledge of federal and state banking laws and regulations regarding federal awards relating to cash management areas and external contracts.
- Understanding of accounting, investment management and debt management systems.
- Advanced functions in Excel, Word, Adobe, and applicable software.
- Reviewing and reconciling financial information with bank statements, trustee statements, internal activity, and analysis.
- Developing and updating reports and streamlining reporting processes.
- Identifying and resolving problems and the ability to work under pressure.
- Successful prioritizing and management of work projects.
- Applying policies, procedures, and regulatory requirements.
- Excellent verbal and written communication skills.
- Maintains confidentiality related to internal/ external customers and any other information.
- obtained in this role.

This position is eligible for a “hybrid work schedule”, after initial training is completed, and at the discretion of the direct manager.

APPLICATION DEADLINE: This position will remain open until filled.

Questions may be directed to whedahr@wheda.com.

This position is not eligible for a work-related immigration visa sponsorship.

We request you do not include a photo of yourself with your application for employment. Any submitted will be removed prior to viewing by hiring leaders. Thank you.

An Equal Opportunity Employer Operating Under an Affirmative Action Plan.

Please apply at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=1f638d85-4ff7-4a50-b23d-48cc9868e582&cclId=19000101_000001&type=MP&lang=en_US&jobId=627631