



*As a collaborative of congregations united in action, we create homes and advance equitable housing.*

## **Housing Finance Analyst**

### **The Organization**

Beacon Interfaith Housing Collaborative has a vision that 'all people have a home'. We are an experienced housing organization that operates supportive and affordable homes, develops affordable and supportive housing, shelters families, and organizes to impact housing policy. Our focus is on households who make less than \$30,000 a year and those who are experiencing homelessness. The nearly 100 congregations who make up our collaborative are putting their faiths into action through leadership, advocacy, organizing, and service.

At Beacon we believe that systemic racism causes housing inequities. As a learning organization we are interested in adding individuals who hold high levels of cultural competency and who are willing to learn and work with others to deepen our capacity to address bias and racial inequities. Visit our website for more information about our strategies, programs and how our values of risk taking, race equity and inclusive decision making supports our learning and continued evolution.

The Beacon office is located on University Ave & Highway 280 (along the Metro Green Line), convenient to both Minneapolis and St. Paul. For more information, check out [www.beaconinterfaith.org](http://www.beaconinterfaith.org).

### **The Position**

The Housing Finance Analyst has responsibility for the monitoring and analysis of the financial health of the property portfolio. This includes reviewing and monitoring annual budgets, and monthly budget to variance reports and quarterly reports. It also includes analysis to identify long-term trends and potential areas of concern or opportunities for improved efficiencies. It will include assisting the auditors as requested.

The Analyst reports directly to the Director of Property Operations but works closely with the VP of Supportive Housing, the Director of Supportive Housing Partnerships and the CFO and the Controller. The Analyst will also work directly with the finance departments within the property management companies.

This is a full-time position, and is eligible for health benefits, our retirement plan, and paid-time off. This is a bargaining (union) position. The annual salary range for this position is \$70,000 - \$80,000.

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## **Responsibilities**

### **Provide active financial oversight of property operations to reach organizational goals**

- Participate in budget development with property management companies
- Review and understand property budgets and financial statements
- Monitor monthly financial operations of the properties for budget variances
- Monitor occupancy and rent collection and identify areas of concern
- Monitor cash flow and payables
- Project and collect the allowed payments to Beacon from properties

### **Analyze long term health of the property portfolios**

- Maintain multi-year analysis of individual properties and portfolio
- Identify key financial trends and incorporate into multi-year planning
- Review and analyze operating and replacement reserves
- Understand the compliance requirements of reserves
- Review and recommend approval for reserve draws
- Review and manage insurance claims for property losses
- Collaborate with recapitalization planning

### **Coordinate with Beacon Finance Department**

- Help coordinate & review the annual audits & tax returns of property entities and property financial activity in Beacon's audit.
- Assist in the payment, recording & reconciliation of financial transactions between Beacon and the properties including communication with property management company accounting functions.
- Develop quarterly property budget variance reports for the VP and Finance Department.
- Participate in the reconciliation of property development and rehab activity.
- Support accounting functions in Finance Department as needed

### **Support administration of property operations**

- Review and recommend approval for annual rent increase from property management companies
- Review and recommend approval for compliance reporting from property management companies
- Review, invoice, reconcile Housing Support payments

### **Participate in budgeting for new developments**

- Work as a part of a team to apply for property funding
- Create draft operating budgets for new developments

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**All staff are expected to:**

- Develop & maintain productive, positive working relationships with other staff members.
- Maintain a level of flexibility with all staff, offering assistance to others as appropriate
- Work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, gender identity, status with regard to public assistance, membership or activity in a local commission, disability, sex and/or age
- Work within organizational policies, governmental regulations, and the law.
- Perform other tasks, responsibilities, and projects as assigned or directed.

**Qualifications**

- Bachelor's degree in Business or related area
- Demonstrated experience in financial analysis
- Ability to read & interpret financial statements and audits, including income statements and balance sheets
- Preference for experience with property management or affordable housing finance
- Preference for knowledge of Yardi

**Knowledge, Skills, and Abilities**

- Microsoft Office- Excel, Word, etc
- Strong financial aptitude
- Attention to detail
- Strong organization and time management skills

***If you are excited about being part of an organization with a big goal and collaborative spirit, learn more about Beacon and this position at [www.beaconinterfaith.org](http://www.beaconinterfaith.org). Please submit a resume with cover letter to [HR@beaconinterfaith.org](mailto:HR@beaconinterfaith.org).***

***Beacon has voluntarily recognized a union for employees, and a collective bargaining agreement is in place.***

***Beacon strives to be an authentically inclusive organization. As an equal opportunity employer, Beacon does not discriminate against candidates on the basis of race, color, creed, religion, national origin, sex, age, physical or mental disability, veteran status, gender identity or expression, or sexual orientation. We affirm that all people are valuable and deserve respect, we welcome diverse perspectives and backgrounds, and foster an inclusive and collaborative environment as we work together on our vision that "All people have a home". Women, people of color, LGBTQ+ individuals, and members of other minority or marginalized groups are strongly encouraged to apply.***

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