



JOB ANNOUNCEMENT

Treasury Financial Analyst

DEPARTMENT NAME: Administration

POSITION REPORTS TO: Chief Financial Officer

OFFICE LOCATION: 75 E. Santa Clara Street, Suite 1350, San Jose, CA

OFFICE OPERATING HOURS: 8:30 AM to 5:00 PM

MISSION AND HISTORY

Housing Trust is leading the effort to create a strong affordable housing market in the greater Bay Area as one of the region's highest-volume nonprofit housing lenders. Serving people experiencing homelessness to renters to first-time homebuyers, we assist a wide range of residents with programs across the entire spectrum of housing issues. Since 2000, Housing Trust has invested \$230 million – creating more than 18,400 affordable housing opportunities serving over 33,500 of our neighbors. Housing Trust is the first nonprofit Community Development Financial Institution (CDFI) to receive a Standard & Poor's rating (AA-) because of its strong capacity to meet financial commitments.

POSITION OVERVIEW

Are you a proven financial analyst looking to learn new skills in treasury, cash management, and reporting while making a positive impact on one of the most serious crises facing our region? Are you analytical, dedicated, and mission driven? Do you take pride in your work and thrive in a collaborative environment? If so, Housing Trust Silicon Valley is the place for you.

Reporting to the Chief Financial Officer, you'll contribute to the Housing Trust's success through increasing efficiency of treasury operations, providing budgeting and financial analysis support, and providing investor/lender reporting.

This is an ideal opportunity for someone who is interested in an analytical role requiring extensive cash management and reporting. Who will be successful in this role? Someone who works independently and thrives in a fast-paced environment. Someone who enjoys working on a variety of projects, taking ownership of coordinating and delivering results including an impact on the bottom line. Someone who is interested in learning about affordable housing, investments, and forecasting. Perhaps, someone like you?

KEY RESPONSIBILITIES

Financial Planning and Analysis

- Prepare budgets, analyze, and explain budget versus actual on department and corporate levels
- Prepare financial models for special projects
- Provide short term cash forecasting and support long-term
- Recommend process improvements

Treasury Operations

- Banking and cash management – daily activity and work with bank service providers to improve systems and efficiency
- Ensure cash is invested daily and provide reporting on investments
- Debt and lines of credit
 - Request advances from lines of credit based on short term needs

- Calculate interest expense and provide necessary month end close schedules
- Calculate and forecast overall borrowing costs and costs of funds
- Calculate investor covenants and prepare investor reports
- Prepare all reports for the CDFI Fund BGP loan program and manage the various accounts
- Assist with preparation of audit schedules
- Ensure treasury related policies are adequate and up to date

Reporting and Compliance

Coordinate reporting to lenders and investors, including soliciting input and information from Accounting and other departments. Update Impact Reporting in Salesforce on individual projects as they progress through construction and occupancy.

QUALIFICATIONS

- Bachelor's degree in Economics, Accounting or related field and 2-4 years experience in financial planning and analysis. Past treasury operations experience and/or familiarity with corporate cash investments a plus.
- Demonstrated analytical and financial modeling skills
- Effectively accumulate and present data, verbally and in written form
- Exceptional attention to detail and accuracy
- Experience with database software, accounting systems and expertise in Excel
- Proficiency in other standard office software - Outlook, MS Word, and PowerPoint
- Operate with the highest degree of integrity

COMPENSATION

Housing Trust offers a competitive compensation package, including a bonus plan and benefits. This is a full-time, exempt position. Compensation for this position is between \$60,000 and \$70,000, depending on experience.

Resumes will be reviewed and considered on an ongoing basis. To be considered for this position, please submit a letter of interest and resume to Jobs1@housingtrustsv.org.

Housing Trust is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age or sexual orientation. Housing Trust is committed to diversity, equity and inclusion and our goal is to have a workforce (at all job levels) that is representative of the communities we serve.