



## **JOB DESCRIPTION**

### **Financial & Treasury Analyst**

**DEPARTMENT NAME: Finance**

**POSITION REPORTS TO: Chief Financial Officer**

**OFFICE LOCATION: 95 S. Market Street, Suite 610, San Jose, CA**

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

#### **MISSION AND HISTORY**

The mission of the Housing Trust Silicon Valley is to make Silicon Valley a more affordable place to live. We make loans and grants to increase the supply of affordable housing, assist first-time homebuyers, prevent homelessness, and stabilize neighborhoods. Housing Trust Silicon Valley is an independent nonprofit organization launched in 2000 to help address the critical need for more affordable housing opportunities in the region and is the first nonprofit Community Development Financial Institution (CDFI) in the U.S. to earn an AA- credit rating from Standard & Poor's Ratings Services.

#### **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? And, do you take pride in your work and thrive in a collaborative environment with people who also exhibit these qualities? If so, Housing Trust Silicon Valley is the place for you.

Reporting directly 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 and finance. Perhaps, someone like you?

This position is a full-time, exempt position.

#### **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 including long-term forecasts
- Support cash forecasting process
- Recommend process improvements

##### **Treasury Operations**

- Banking and cash management – daily activity and systems improvement
- 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
- Assist with preparation of audit schedules
- Ensure treasury related policies are adequate and develop new

### **Reporting and Compliance**

Coordinate reporting for 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
- 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
- Effectively accumulate and present data, verbally and in written form

### **COMPENSATION:**

Housing Trust Silicon Valley offers a competitive compensation package, including a bonus plan and benefits. Benefits include medical, dental and vision insurance plans for employees and families (We pay 100% for the employee and 50% for additional family members), life insurance, vacation, sick, and holiday pay, bonus, and a 401k retirement plan. Benefits will accrue on a prorated basis.

Annual salary is commensurate to experience.

To be considered for this position, please send a letter of interest along with an updated resume to [Jobs1@housingtrustsv.org](mailto:Jobs1@housingtrustsv.org). **No Calls Please.**

Applications are being accepted through **August 11, 2017**, or until the position is filled.

Housing Trust Silicon Valley 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.