

Nevada Affordable Housing Assistance Corporation

JOB DESCRIPTION

POSITION TITLE: Analyst

STATUS: Exempt

REPORTING RELATIONSHIP: 1) CEO/ COO

POSITION SUMMARY:

Under general direction the Analyst, performs administrative, budgetary, managerial, organizational, and operational surveys, studies, and analyses on matters related to eligibility, compliance, and macro-oriented processes; recommends administrative actions to solve problems; and performs related duties as required.

RESPONSIBILITIES AND DUTIES:

- Performs general and specialized studies, surveys, and analyses relating to matters of organizational operation
 - Conducts studies and makes recommendations related to administrative, organizational, operational, and management policies and practices
 - provides fiscal, organizational, and supportive services to all departments.
 - Justifies, prepares, and presents a significant portion of the total operating and administrative budget
 - Reviews revenue/expenditure requests of various departments and makes recommendations based on program objectives and requirements
 - Confers with departmental representatives regarding plans, operating methods, and staffing levels
 - Monitors budgets and makes periodic reports on revenues and expenditures.
 - Prepares reports, memoranda, and correspondence pertaining to various organization functions
 - Presents research findings and recommendations to all departments, the Board of Directors, and to partner agencies.
 - Other Projects or efforts as Assigned
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The duties and responsibilities described above may provide only a partial description of this position. This is not an exhaustive list of all aspects of the job. Other duties and responsibilities not outlined in this document may be added as necessary or desirable, with or without notice.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelors degree in related field or equivalent work experience
- Experience with in mortgage originations or loan servicing systems preferred

- Project management experience
- Well balanced understanding of business relationships, business requirements, IT requirements, technical solutions, test strategy & approach plans and test plans
- Utilizes a high degree of qualitative and quantitative analytical skills in analyzing, evaluating, and improving the effectiveness of the operations
- Attention to detail and results orientated
- Ability to interact with credibility and impact at senior levels
- Excellent communication skills; must be able to manage individuals and tasks effectively while also remaining a persuasive member of the team and interacting with upper management
- Able to identify risks, opportunities and corrective actions associated with projects
- Strong planning, organizational skills and time management skills
- Experience with Change Management processes

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- The individual is required to regularly sit at a computer and enter data for extended periods of time.
- The individual is required to listen and talk to individuals and before groups in the performance of the job.
- The individual is regularly called upon to deal with stressful situations and a high work volume.
- The individual is regularly required to stand, walk and drive for extended periods of time.
- The individual is occasionally required to bend, stretch and use hands to handle or feel objects, tools or controls and to reach with hands and arms.
- The individual is occasionally required to lift up to 25 lbs.
- Position requires some travel and scheduling flexibility.

JOB DESCRIPTION ACKNOWLEDGMENT:

I have received a copy of my job description dated _____. The job description describes duties and responsibilities, which apply to me. I agree to read the job description and understand it may be amended as company conditions or requirements necessitate. In that case, changes will be communicated to me.

Employee Signature

Date

Employee Name (printed)

Date

Supervisor Signature

Date

Please keep a copy for your records
