

FINANCE COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of rehabilitation financial duties as related to the City's Community Development Block Grant and Housing Rehabilitation programs. Work assignments are reviewed by an administrative superior and work is performed within an established system and procedure. Independent judgement is exercised in applying the finance procedures. Work is performed under the direction of the Finance Director.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Reviews housing applications for financial eligibility and feasibility;
- Prepares finance packages for Albany Community Development Agency Board approval;
- Prepares payment schedules;
- Prepares loan closing correspondence;
- Reviews title search information;
- Monitors application intake information;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Good knowledge of basic financial principles, practices and procedures;
- Good knowledge of office terminology, procedures and equipment;
- Ability to accurately prepare and maintain financial reports;
- Ability to thoroughly understand and follow detailed oral and written instructions;
- Ability to plan;
- Ability to attain a high degree of accuracy;
- Tact and courtesy;
- Proficient in the use of computers;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Business Administration, Finance, or Marketing and three (3) years of paid fulltime

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experience in the area of real estate, consumer banking, mortgage practices or housing programs, **OR**

- b) Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid fulltime experience in the area of real estate, consumer banking, mortgage practices or housing programs; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.