

Financial Analyst-Procurement

The Greensboro Housing Authority (GHA) is comprised of more than 100 housing and business professionals who are dedicated to making GHA stand out as Greensboro's largest provider of affordable housing, while offering the best real estate and property management services in the country. Our team members experience a stimulating and rewarding work environment and are committed to making a difference in our community to produce opportunities for LIFE SUCCESS™.

General Description

The Financial Analyst– Procurement is responsible for managing procurement activities, vendor relationships, contract administration, and compliance with applicable federal, state, and local laws and regulations. This role involves analyzing procurement data, generating reports, ensuring adherence to procurement policies, and supporting cost-saving initiatives across the Agency. The incumbent is responsible for submitting Requests for Proposal (RFPs), Requests for Qualifications (RFQ's) and Invitation for Bid (IFBs). The incumbent is also responsible for overseeing the compliance of all departmental procurement requests as it should correspond with federal, state, and local laws and regulations. This person will also oversee the Authority's vendor credentialing process. This position reports to the Chief Financial Officer. This position is an exempt position under FLSA.

ESSENTIAL JOB FUNCTIONS

1. **Vendor Management & Procurement:**
 - Solicits and reviews competitive bids, quotes, and proposals from vendors, ensuring compliance with procurement policies and guidelines.
 - Evaluates supplier performance and assists in the negotiation, selection, and administration of contracts with preferred vendors.
 - Collaborates with internal stakeholders to ensure procurement strategies align with organizational objectives.
2. **Contract Administration:**
 - Manages contract lifecycle, including the preparation of change orders, amendments, addendums, extensions, stop notices, releases, and closeout agreements.
 - Tracks contract milestones and ensures that vendors adhere to agreed-upon terms and conditions.
 - Monitors contract performance, including compliance with contractual obligations and applicable state and local laws.
3. **Compliance & Policy Oversight:**
 - Regularly reviews and updates procurement and contracting policies and procedures to ensure alignment with federal, state, and local regulations.
 - Ensures all procurement activities conform to applicable laws, including those outlined by the U.S. Department of Housing and Urban Development (HUD).
 - Updates the agency's procurement policies to reflect changes in laws, regulations, and best practices.

4. **Reporting & Analysis:**
 - Analyzes procurement data to identify trends, savings opportunities, and efficiency improvements.
 - Prepares and presents regular procurement reports, including minority and Section 3 procurement statistics, to senior management.
 - Prepares quarterly contract reports for management information system (MIS) tracking and reporting.
5. **Vendor Credentialing & Documentation:**
 - Oversees the vendor credentialing process, including verifying tax forms, insurance certificates, and other required documentation for inclusion in the agency's ERP system.
 - Ensures proper documentation and maintains organized, up-to-date procurement and contract files in compliance with agency procedures.
6. **Internal Support & Training:**
 - Acts as a resource to internal departments, providing guidance on procurement policies and regulatory compliance.
 - Trains staff members on procurement-related procedures, including agency policies, HUD regulations, and relevant state and federal laws.
 - Responds to inquiries from contractors, staff, and the public, serving as a liaison between vendors and internal stakeholders.
7. **Service & Maintenance Contracts:**
 - Manages service and maintenance contracts to ensure the operational continuity of office services, equipment, infrastructure, and other essential supplies.
 - Coordinates with vendors to maintain service contracts and ensures timely renewals and compliance with service-level agreements.
8. **Annual Reporting & Data Management:**
 - Coordinates the annual 1099 reporting process to ensure compliance with IRS requirements.
 - Tracks procurement information and generates reports related to vendor diversity, Section 3 compliance, and other regulatory requirements.
9. **Procurement Strategy & Cost Optimization:**
 - Analyzes procurement history data and prepares recommendations for improving purchasing agreements, including cost-saving strategies and vendor consolidation.
 - Reviews trade journals, catalogs, and other industry resources to stay informed about market trends, product specifications, and the best sourcing options for the organization.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

Requirements

Bachelor's degree in finance, Accounting, Business Administration, or a related field. Proven experience in procurement and contract management, or an equivalent combination of education, training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the State of North Carolina.

Knowledge:

- **Procurement & Contracting:** Understanding of procurement processes, contract types (fixed-price, cost contracts), and regulatory compliance (HUD, Davis-Bacon, Section 3).
- **Market & Vendor Analysis:** Knowledge of market trends, vendor qualifications, pricing, and quality standards.
- **Government Purchasing:** Familiarity with government procurement principles, policies, and procedures.
- **Contract Terms:** Knowledge of contract terms, conditions, and performance management.

Skills:

- **Analytical:** Ability to analyze procurement data, identify trends, and recommend cost-saving strategies.
- **Communication:** Strong verbal and written communication skills; effective negotiation with vendors.
- **Project Management:** Skilled at managing multiple priorities and deadlines efficiently.
- **Software Proficiency:** Experienced with Microsoft Office Suite and procurement/ERP systems.
- **Contract Writing:** Ability to draft, review, and negotiate procurement contracts and amendments.

Abilities:

- **Policy Application:** Capable of interpreting and explaining procurement policies and regulations to staff and vendors.
- **Independent Decision-Making:** Strong judgment in selecting suppliers and evaluating bids.
- **Vendor Relationship Management:** Ability to build and maintain vendor relationships and resolve conflicts.
- **Compliance & Auditing:** Ability to ensure adherence to procurement regulations and support audits.
- **Adaptability:** Willingness to stay updated on industry trends and adjust to changing regulations.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB

FUNCTIONS

Business Acumen: Understands business implications of procurement and accounting; demonstrates knowledge of the organization and industry and aligns work with strategic goals.

Analytical: Synthesizes complex or diverse information; collects and researches data; conducts complex data analysis and mathematical calculations; exercises sound judgment and decision making; and uses intuition and experience to complement data.

Physical Requirements: Must be able to operate a variety of automated office machines including computers, calculators, copier, facsimile machines, shredders, postage machines, etc. Must be able to move a negligible amount frequently or constantly. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Interpersonal Communication: Requires the ability to communicate to people with poise, control and confidence. Requires the ability to communicate to and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, invoices, requisitions, bid requests, specifications, contracts, purchase orders, forms, applications, personnel forms and records, etc. Requires the ability to prepare correspondence, reports, purchase orders, invoices, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of professional or technical languages, including engineering, legal, accounting and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; determine percentages and decimals; compute discount, interest, profit and loss, ratio and proportion, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Must be able to communicate via telephone.

Closing Date: Open Until Filled

How to Apply

If you are interested in applying, please email your resume to Human Resources, Josie Rubalcava (jrubalcava@gha-nc.org), and complete the online application by visiting our website (www.gha-nc.org) and clicking on "Working for GHA".

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. We abide by the Drug Free Workplace Act, which includes pre-employment testing. GHA participates in E-Verify. To access E-Verify's Participation Posters visit www.dhs.gov/e-verify and then go to Publications.