



Mainstay

SUPPORTIVE HOUSING & HOME CARE

Position Description:

Mainstay Supportive Housing and Home Care is seeking a Budget Analyst to join our growing workforce in Newton, MA. The Budget Analyst is responsible for the timely, accurate and attainable submission and monitoring of HUD budgets and financials for nearly 250 subsidized housing units within ten different HUD projects. The successful candidate will be a vital member of the Housing Services staff and work closely with the Finance Department.

Position Responsibilities:

- Responsible for designing effective budgets and analyze financial information, deriving pertinent information from property managers, maintenance staff, vendors and contractors.
- Responsible for identifying variances between actual and budgeted financial results to be presented to leadership staff.
- Provide timely and accurate submission of HUD documents for approval of capital expenditures and grants is crucial.
- Ability to adapt to changing priorities and maintain a productive and committed work effort, meeting deadlines and managing workload.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Demonstrated ability to communicate clearly and effectively, both orally and in writing.
- Demonstrated knowledge of MS suite of products such as Word, Excel, PowerPoint and Access.

Education Requirements:

Bachelor's Degree in Finance or another Business-related field preferred.

Relevant Work Experience:

A minimum of one (1) year experience working in a financial setting with a strong understanding of budgeting and reporting required.

Experience during which knowledge, skills and abilities relevant to the position were attained.

Knowledge of HUD budgeting/reporting preferred.

Skills, Knowledge & Abilities:

- Analytical and Problem-solving skills

- Interpersonal communication skills
- Verbal & written Communication skills
- Group presentation & public speaking skills

To Apply:

Please submit resume and cover letter to JobApps@Mainstayliving.Org or mail to 29 Crafts Street, Suite 260, Newton, MA 02458. Email: or faxed to: 617-789-5750

Mainstay Supportive Housing & Home Care, Inc. is proud to be an Equal Opportunity employer. EOE/Veterans/Disabled and values a diverse workforce.