



PUBLIC NOTICE

Program – CDBG-DR

Title – Budget Specialist

PRDOH – Analista de Presupuesto

Area – Finance Division

Required Skills and Qualifications:

- Bachelor Degree in Administration with Concentration in Finance or Accounting.
- 3-year experience in the professional field of preparation and or budget administration.
- Skills that consists with analysis and solution of budget situations for the preparation and administration assigned to the CDBG-DR Program.
- Analyzes, evaluates, and prepares the budget petitions for the operating expenses and permanent improvements of the Divisions and or programmatic components of the CDBG-DR Program.
- Prepares the explanatory Memorandum of the budget for the operating expenses of the CDBG-DR Program, submitted to office of Management and Budget of Puerto Rico, the federal government and the legislature.
- Does investigations and budget evaluations related to the expense accounts under his responsibility and submits recommendation for the most accurate use of the funds.

Reports to – Budget Manager

Interested candidates please send the resume to the following email address: infocdbg@vivienda.pr.gov (include subject: "**EMPLOYMENT OPPORTUNITY**").

This position is subject to Section 3 from the Housing and Urban Development Act of 1968. Under Section 3 public housing residents (including section 8 residents), or low-income citizens who live in the vicinity of a HUD-assisted project, can receive recruitment or contracting priority. It is important to comply with all of the requirements of the contractor opportunity or position.