



PUBLIC NOTICE

Program – CDBG-DR

Title – Fiscal Monitoring Specialist

PRDOH – Monitor Fiscal

Area – Finance Division

Required Skills and Qualifications:

- Bachelor Degree in Business Administration with Concentration in Accounting or Finance.
- 3-year experience in the professional field in the analysis, preparation and/or budget administration.
- Bilingual English/Spanish.
- Two of these years should be compatible with complex duties similar to the ones an assistant fiscal monitor conducts in the Department of Housing of P.R.
- Knowledge of English and Spanish language.
- Conducts monitoring, investigations and prepares reports and appropriate recommendations to the financial and budget practices in regarding the CDBG-DR Program.
- Revises the expenses and the cost analysis of different financial concepts and formulates the recommendations for the corrective action.
- Develops templates and schedules for the expense reports for the Department and private administrators.
- Develops projections of expenses based on previous fiscal experience and offers recommendations for the inclusions of funds for the corresponding area in the annual budget.
- Interprets and applies regulations, policies and procedures, depending on the nature of the expenses incurred in the CDBG-DR Program.

Reports to – Finance Division Director

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.