



PUBLIC NOTICE

Program – CDBG-DR

Title – Fiscal Monitor

PRDOH – Asistente en Monitoreo Fiscal

Area – Finance Division

Required Skills and Qualifications:

- Bachelor Degree in Business Administration with Concentration in Accounting or Finance.
- 1-year experience in the professional field in the analysis, preparation and/or budget administration.
- Bilingual English/Spanish.
- Collaborates in the in monitoring, investigations and preparation of reports and makes applicable recommendations for the financial and budget practices in the CDBG-DR Program.
- Revises the costs, expense analysis and makes recommendations for the corrective actions.
- Assists in the development of projections of expenses and offers recommendations for the funds inclusions in the annual budget petitions for the CDBG-DR Program.
- Interprets and applies laws, regulations, policies and procedures for the expense incurred under the projects that the CDBG-DR Program administrates.
- Participates in the revision of monthly financial reports submitted that correspond to the CDBG-DR Program.
- Collaborates in the development of budgets and schedules of implementation, based on the monitoring activities.

Reports to – Accounting 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.