



Programs Analyst

Position available at Minnesota Housing Finance Agency

POSTING DATE: October 25, 2012

EXPIRATION DATE: November 15, 2012

Summary of Position

Provides high level data analysis and presents information to management in order to guide in decision making and funds management. Combines data from multiple sources, identifies patterns and isolates underlying variables.

Essential Job Duties

Takes independent initiative to understand reporting objectives so that Division management goals are supported

Develops reports and queries that analyze current and future trends and present information to management in order to inform decision making

Performs ad hoc analytical requests and Divisional research projects

Establishes reporting standards and methods that ensure consistency and accuracy

Special projects as assigned by management

Minimum Qualifications

Bachelor's degree in business, economics, finance or other relevant field.

Two years of research analysis experience working with large volumes of data and building queries.

Advanced analytical and problems solving skills.

Good human relations skills and ability to maintain effective working relationships with customers (business unit staff, research and information technology staff, and external customers).

Advanced skills in Microsoft Office applications.

Preferred Qualifications

Experience in housing, mortgage, or real estate industries desired

Annual Salary Range

\$53-64,000

Benefits

Minnesota Housing is a State of Minnesota agency and provides excellent benefits including 100% employer paid health insurance for employees with very reasonable rates for family coverage, dental insurance, employer-paid life insurance, flexible spending accounts, defined benefit pension plan as well as pre-tax and ROTH retirement accounts, generous vacation & sick leave, and 11 holidays per year.

To Apply:

1. Submit a cover letter and resume indicating current salary to mhfa.resumes@state.mn.us In the subject line, indicate the job title or requisition number of the posting you are applying for.
2. Visit www.careers.state.mn.us and search for requisition 12HFA00032 to upload your resume.

About Minnesota Housing:

Minnesota Housing has a national reputation as one of the finest housing finance agencies in the country and works to provide access to safe, decent and affordable housing.

It offers products and services to help Minnesotans buy and fix up their homes, and supports the development and preservation of affordable rental housing through both financing and long term asset management—all of which help stabilize the lives of some of the State's most vulnerable citizens and build stronger communities.

For more information about Minnesota Housing go to: <http://www.mnhousing.gov/>

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282-2699 (TTY).