



## Delta Regional Authority Job Description | Financial Analyst

---

The Delta Regional Authority (“DRA” or “the Authority”) is an independent federal agency created by Congress in the “Delta Regional Authority Act of 2000” that serves 252 counties and parishes in an eight-state region: Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, and Tennessee. DRA was established in 2000 as a formal framework for joint federal-state collaboration to promote and encourage the economic development of the lower Mississippi River and Alabama Black Belt regions. DRA invests in projects that support transportation infrastructure, basic public infrastructure, workforce training, and business development. Its mission is to help create jobs, build communities, and improve the lives of those who reside in 252 counties and parishes of DRA’s eight-state service area. DRA, an Equal Opportunity Employer, is committed to providing equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment without regard to race, color, religion, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, or local laws.

**SUPERVISORY CONTROL:** Director of Finance

**SUPERVISION EXERCISED:** No

**FLSA STATUS:** Non-Exempt

**POSITION LOCATION:** Hybrid; the candidate should reside in, or within 60 miles, of one of the 252 counties and parishes in DRA’s eight-state region. [Region Map](#)

**POSITION SUMMARY:**

- The Financial Analyst is responsible for assisting with program management activities which may include, but are not limited to, coordination with DRA staff and other local, state, or federal partners as required. The position will provide assistance to, and work closely with, the Financial Management Coordinator.

**ESSENTIAL JOB FUNCTIONS:**

The Financial Analyst will execute the following duties and responsibilities:

- Assist in the development of the annual and monthly budget to Senior Leadership and other fiscal management-related reporting,
- Review financial budgetary documents, including operating budgets, budget revisions, financial statements, audit reports, and requests for payment of DRA assistance programs,

- Provide advice and assistance to DRA Leadership on financial budgetary, accounting and reporting matters to ensure that financial management operations are efficient, economical, and financially stable,
- Assist the Director of Finance with the preparation of the annual audit,
- Review program financial management operations to ensure compliance with DRA requirements and regulations, and assist in processing programmatic pay requests,
- Identify financial risks and make recommendations to correct deficiencies,
- Coordinate with other members of the finance team when required to review financial information and forecasts,
- Support capital asset inventory and accountability,
- Participate with management to formulate and evaluate the organization's financial policies and strategies for handling current and future financial issues and opportunities.

**ADDITIONAL JOB FUNCTIONS:**

- Travel within the eight-state region to assist with DRA program-related activities such as workshops and conferences,
- Other duties as assigned by the Director of Finance.

**QUALIFICATIONS:**

- Education and Experience: minimum of a bachelor's degree from a four-year accredited college or university in accounting, business administration, finance, or economics; Prefer, but not required, one-three years of experience related to program or grants management, economic development, or another related field. Proficiency with spreadsheets, databases, and financial software applications including Word, Excel, Outlook, and PowerPoint. CPA/MBA a plus.

**OR**

- Experience: A minimum of six years of experience related to program or grants management, economic development, planning, or another related field with the ability to show:
  - Proven experience with government financial accounting,
  - Proficiency with spreadsheets, databases, and financial software applications,
  - Outstanding presentation, reporting, and communication skills,
  - Proficiency in Word, Excel, Outlook, and PowerPoint,
  - Ability using a computer for various tasks.

**SALARY:** \$55,000 annually

**TO APPLY:** Please submit your resume to [humanresources@dra.gov](mailto:humanresources@dra.gov) with the subject line: Financial Analyst. The deadline to apply is January 9, 2024.