

POSITION DESCRIPTION

Position: Financial Analyst
Program: Administration
Reports to: Controller
Status: Non-exempt
Date Revised: 6/2019

POSITION SUMMARY:

This position is responsible for the financial analysis of existing and new business ventures, and analyses required as part of the annual budget and audit processes as well as internal and external reporting. The Financial Analyst will use and update existing models/software when possible, create new models as needed and review results for reasonableness against available financial statements or audits. The Financial Analyst must be able to meet deadlines and handle stress professionally. Equally important is the ability to hold important information in confidence. Financial Analysts often deal with sensitive subjects, such as future layoffs, program closings, and other items that carry a large impact. They must be able to maintain their integrity when confronted with these situations. Financial analysts must also be familiar with the latest accounting software and computer systems in order to adequately perform their duties.

OBJECTIVES/ACTIVITIES:

- A. Responsible for performing financial analysis duties as required.
 - 1. Perform balance sheet account reconciliations, account analysis, accrual calculations, and other related accounting documents/ schedules.
 - 2. Prepare and review internal and external reports/analyses including the Data Collection File and periodic consolidated financial statements.
 - 3. Prepare and review reports and analyses for the annual budget and audit processes.
 - 4. Analyze existing business ventures by using and improving upon existing models. Create new models as needed.
 - 5. Analyze potential new business ventures by reviewing and analyzing business model, environment and any existing financial information.
 - 6. Create, implement and interpret flexible budget models and cost accounting systems to evaluate performance of programs. Educate VOA staff on information created by models/analyses and how to use that information to manage programs.
 - 7. Work with VOA and external staff to gather information, understand business and ensure that analyses accurately reflect the program's operations.
 - 8. Prepare and monitor budgets, prepare monthly financial reports for Management, Division Directors and Program Directors.
 - 9. Maintain accounting system to track and allocate expenditures to specific grants and prepare/review monthly invoices/billing for funding agencies.
 - 10. Responsible for moth-end, quarter-end, and year-end close for assigned functional areas.
 - 11. Work closely with Controller and Division Directors to prepare annual program budgets; assist program staff in monitoring the financial performance of programs.

- B. Responsible for self-development
 - 1. Continually learn and enhance technical and interpersonal skills.
 - 2. Participate in both internal and external training as needed for growth and development.

EQUIVALENT EDUCATION AND EXPERIENCE:

This position requires the incumbent to have a Bachelor's Degree in accounting or a business related field and three years of progressively responsible business accounting work experience. Must have proficiency in using a personal computer and spreadsheet software, and the ability to meet expected results and scheduled timelines. The position requires the incumbent to be detail oriented and accurate in performing work and have excellent organizational, interpersonal, problem solving, and excellent written and verbal communications skills. Ideal candidate must have a strong desire to work for an organization dealing with issues unique to homelessness, substance abuse, young adults, seniors, and persons with disabilities. A valid California Driver's License and clean driving record are required.

SPECIFIC SKILLS REQUIRED:

Leadership skills
Excellent communication and presentation skills
Ability to assist and motivate other people
Ensure confidentiality and maintain high integrity
Organizational skills
Analytical and decision making ability
Advanced Excel Skills
Ability to work independently and collaboratively with a diverse team
Superior attention to detail and almost compulsive need for accuracy
Ability to meet deadlines under stress
Statistical and mathematical skills

PHYSICAL REQUIREMENTS:

Lift and move up to 10 pounds
Stand, walk and sit frequently
Bend and stoop occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are performed independently with direction from the Chief Financial Officer and Controller. Must be able to work independently toward attainment of Organizational financial goals and contract compliance.

SUPERVISION EXERCISED:

None

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires daily contact with county/state/city and business entities, clients, and all levels of support staff. The Financial Analyst is responsible for promoting company image and providing advice on company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

Substantial financial loss through loss of business contracts is possible. Responsible for actively participating in the development and adherence to program budgets.

This Financial Analyst job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed _____