



JOB DESCRIPTION

Job Title:	Financial Analyst
Reports to:	Chief Financial Officer
Supervises:	None
Job Code:	124
FLSA Status:	<input type="checkbox"/> exempt <input checked="" type="checkbox"/> non-exempt <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> other
Salary Ranges:	Starting around \$60,000

Position Summary:

The Financial Analyst plays a pivotal role in ensuring effective financial management and decision-making processes. This position involves analyzing financial data, preparing reports, and providing strategic recommendations to support the organization's mission and objectives.

The primary responsibilities include financial planning, budgeting, forecasting, and monitoring financial performance. This position must maintain all Coalition, participants', and families' information/data confidential. *This position may require evening hours and Saturdays.*

Essential Job Functions:

Compliance

- Analyze financial data and provide forecasting support to ensure compliance with regulatory requirements and organizational policies.
- Prepare reports and projections based on financial data, adhering to established guidelines and standards.
- Evaluate current and previous financial data to identify trends, risks, and opportunities for improvement.
- Study business and economic trends to inform financial decision-making and strategic planning.
- Exam the Coalition's financial statements and conduct analysis of the financial statements.
- Request files from the accounting department and utilize finance software to assemble and sort relevant data efficiently.
- Meet with the company's leadership team to review information about upcoming business transactions and ensure effective management of financial risks.
- Prepare visual models of financial information and engage with company management to discuss budgetary needs.

- Consolidate and analyze financial data, considering the Coalition's goals and financial standing to support informed decision-making.
- Provide creative alternatives and recommendations to reduce costs and enhance financial performance, aligning with organizational objectives.
- Assemble and summarize data to structure sophisticated reports on financial status and risks, ensuring clarity and accuracy.
- Evaluate financial risks, prepare financial forecasts, financing scenarios, and other documents concerning capital management, and provide comprehensive reports and recommendations.
- Access and interpret financial data to support financial analysis and decision-making processes.
- Conduct industry research and gather outside data to inform decisions and recommendations, staying informed about market trends and best practices.
- Utilize reports generated by Accountants to assess a company's overall financial health and its ability to manage various risks or opportunities effectively.
- Perform other duties as assigned by management, contributing to overall financial compliance and integrity.

Customer Service Support

- This position requires exceptional customer service skills as the employee will be interacting with staff members, vendors, and providers.
- This position will require strong communication skills and the ability to provide financial information in a timely manner.

(This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Comprehensive knowledge of how economic trends, political climates, and regulatory changes impact the financial landscape of non-profit organizations, including funding sources, and budget allocations.
- Strong analytical skills to interpret financial data, assess the financial health of the non-profit, and identify opportunities for optimizing resources, maximizing revenue, and mitigating risks.
- Effective verbal and written communication skills to convey financial analyses, insights, and recommendations to diverse stakeholders, including board members, donors, program managers, and executive leadership.
- Proficiency in financial analysis software and tools to analyze budgetary data, track financial performance, and generate reports for decision-making purposes.
- Sound decision-making skills to provide recommendations on budget allocations, fundraising strategies, investment opportunities, and expenditure prioritization in alignment with the non-profit's mission and objectives.

- Meticulous attention to detail when reviewing financial documents, budgets, grant proposals, and investment opportunities to ensure accuracy, compliance, and financial sustainability.
- Strong mathematical skills for financial modeling, forecasting, budgeting, and estimating financial values, including revenue projections, expense management, and return on investment analysis.
- Inherent detail-oriented approach coupled with the ability to identify patterns, trends, and anomalies within financial data to inform strategic decision-making and resource allocation.
- Ability to articulate financial recommendations, strategies, and insights to non-financial stakeholders in a clear, concise, and accessible manner, fostering understanding and support across the organization.
- Aptitude for excellent organizational skills, including the ability to meet deadlines and work effectively under pressure.
- Ability to operate a personal computer, with knowledge of various computer software applications, particularly in word processing, spreadsheet, and accounting database software (such as MS Word, Excel, and PowerPoint).
- Flexibility to work nights, weekends, and holidays as needed to fulfill job requirements.
- Ability to establish and maintain positive working relationships with other employees.
- Ability to maintain a cooperative working relationship with a variety of constituents.
- The employee is frequently required to stand, walk, stoop, and kneel. The employee might be required to lift and or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision.
- Ability to solve problems and deal with a variety of variables.
- Must possess a valid Florida Driver's License with ability to travel to and from work, make participants visits and to travel to off-site locations.
- Ability to work and communicate effectively with people from various multi-cultural backgrounds and socio-economic levels.
- This position requires interaction with children birth to five years of age at coalition community and volunteer events.
- This position will require remote/hybrid work. Please be advised that this is a privilege. We will provide you with your electronic equipment. You must ensure that you have a dedicated and quiet workspace. You will be responsible for your chair, desk, and access to a reliable internet/Wi-Fi service. You must provide the privacy that is needed to work with vendors/families and co-workers. You will also provide the address for your Telework location.

Education and Experience:

- Bachelor's degree in mathematics, statistics, finance, economics and accounting or a related field from an accredited college.
- One (1) year of experience in analyzing financial data, financial planning, budgeting, forecasting, and monitoring financial performance.

- Experience in compliance and auditing is preferred.
- A comparable amount of training, education, or experience may be considered as a substitute for the specified minimum qualifications.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

This job description (**Financial Analyst**) was reviewed by the HR department.

Printed Name: Theresa Brady

Signature

This job description (**Financial Analyst**) was reviewed and approved by the C.E.O.

Date:

Signature

Name: Dr. Scott Fritz

I have read and understand the contents of this job description. I understand that this is a general description of my responsibilities and may not include other duties that may be assigned as necessary. ELCOC reserves the right to change or amend this job description.

Date

Printed Name

Employee Signature