

FINANCIAL REPORTING ANALYST

The Financial Reporting Analyst (Financial Analyst) works under the supervision of the Chief Financial Officer and is responsible for reconciling financial records, proposing adjustments, and compiling financial information to be disseminated to internal teams (Department Directors, Executive Team, Board of Directors) as well as external teams (funders and lenders) after review by the Chief Financial Officer. The Financial Analyst, in collaboration with the Controller, participates in the preparation and posting of certain complex cost allocations related to payroll, fringe benefits, joint costs, and indirect costs.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist in the coordination of accounting policies & procedures
- Monitor changes in accounting standards and regulations
- Enforce all internal controls related to financial reporting
- Monitor monthly close schedule for the organization and on a consolidated basis, performing required intercompany reconciliations and cost allocations
- Prepare consolidated balance sheets, income statements, statements of cash flows, net assets schedules (restricted and unrestricted) and statement of functional expenses
- Assist in the preparation of the monthly and quarterly management financial reporting packages
- Participate in complex accounting projects, including budgeting and forecasting
- Support for implementation of new financial reporting tools

MINIMUM QUALIFICATIONS

- **CPA or CPA candidate with sections passed, or MBA with 5 years of accounting experience**
- **Working knowledge of U.S. GAAP and OMB Uniform Guidance**
- **Solid understanding of nonprofit financial reporting (Uniform Guidance) and U.S. GAAP**
- **Demonstrated ability to work on multiple projects simultaneously, and to meet deadlines**
- **Advanced use of Microsoft Office Suite**
- **Effective communicator, both orally and in writing**