



FINANCIAL ANALYST

Department: Accounting

Reports to: Director of Accounting and Finance

Employment Status Classification: Full Time Salary

Job Description Summary:

The **Financial Analyst** is a key member of the Community Housing Network's **Accounting** team. The position is responsible for monitoring budget vs. actual expenses for programs/grants and communication with program directors to ensure adherence to grant, state and federal guidelines.

Essential Functions:

Assist in coordinating the annual audit and lead funding agency audits

Key role in the annual operating budget development

Integral part of the month-end closing process as it pertains to grant-related journal entries, bank reconciliations and financial statement analysis

Maintain understanding of grant/contract guidelines and allowable costs

Preparation of quarterly Schedule of Expenditures of Federal Awards (SEFA)

Participate in monthly budget meetings with program directors and provide accounting support as needed

Assist with other accounting duties as assigned

Qualifications/Requirements:

Bachelor's degree in Accounting or Finance

Minimum 2 years of experience in general accounting and budgeting preferred; non-profit and/or grant accounting a plus.

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Detail oriented, organized and analytical

Ability to review current work processes to determine areas for improvement and increased internal controls

Proficiency in Excel, as well as a solid understanding of integrated financial management systems- Blackbaud/Financial Edge experience a plus

Strong communication skills with an ability to work effectively in a team environment

Experience with HUD grants a plus

Transportation Requirements: There are not any Transportation Requirements

Physical Demands:

While performing the functions of this job, the position is both sedentary and at times requires the ability to be active including standing, bending, lifting and/or arranging files and office products and supplies and may require employee to periodically stand on a short step stool to access files.

To apply for this position OPEN HERE:

https://workforcenow.adp.com/jobs/apply/posting.html?client=chninc&jobId=123450&lang=en_US&source=CC2

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