



JOB DESCRIPTION

JOB TITLE: Financial Analyst - Budgeting

REPORTS TO: CONTROLLER

EMPLOYMENT STATUS: Exempt

TIME COMMITMENT: Full Time

STARTING SALARY: \$60,000 to 70,000 per annum, *depending on experience*

ORGANIZATION: The mission of BOSS is to help homeless, poor, and disabled people achieve health and self-sufficiency, and to fight against the root causes of poverty and homelessness. The organization was founded in 1971 by a group of volunteers from the Hillel Street work Project in Berkeley who responded to the needs of mentally ill individuals being released to the streets by state hospital closures. Today, BOSS develops solutions to mass homelessness, mass incarceration and community violence and is dedicated to the inclusion of people marginalized by addiction, trauma, criminality, incarceration, poverty, racism, sexism, homelessness, and violence with an intentional focus on four areas of service with Housing Security, Criminal Justice Reentry, Neighborhood Safety, and Social Justice Programs and services. BOSS works one-on-one with each family and each individual to help them achieve stable income, permanent affordable housing, and lasting wellness.

POSITION DESCRIPTION: The Financial Analyst performs complex analysis using modeling, forecasting, and statistical analysis methodologies. Collects and analyzes data to evaluate operational difficulties and makes recommendations to solve problems. Follows established modeling and evaluation processes to determine the effectiveness of current operational activities and to determine problem areas and develop solutions. Provides staff support for finance, business development, and other special projects. In addition, this position performs the analysis and interpretation of financial data, compiles statistical reports on current financial developments and operating systems. Assists and supports the Controller and CFO in the tracking and reporting of business integration activities.

Essential Functions (Duties and Responsibilities):

Responsibilities:

- Support Controller and CFO in preparing annual agency operating budget.
- Support Controller and CFO in preparing contract and grants annual budget for various programs at BOSS.
- Create a master listing of contract and grant budgets
- Gather financial data from accounting software, ADP and other sources in reporting budget v. actuals including variance analysis for the agency as well as by contract and grants monthly.
- Business partner to management (at all levels) by providing financial and business analysis.
- Perform analysis to determine corrective course of action for negative variances.
- Communicate budget vs actual with variance analysis to program managers and directors monthly.
- Document allocation methodology used for allocating shared costs, assess reasonable and propose changes.

- Prepare monthly allocations journal entries for benefits and insurance.
- Support with monthly contract and grants billings as needed.
- Make recommendations to Controller and CFO in maximizing contract and grant revenue.
- Assists in the corporate long-range strategic planning.
- Assists in the formulation of the proforma financial statements.
- Maintain and create visualizations and financial models that effectively communicate trends, patterns, and predictions using relevant data.
- Performs ad hoc analysis for management as required
- May perform other duties as assigned

Qualifications:

- Bachelor's degree (B.A./B.S.) in Business Administration with accounting concentration.
- 0-2 years' work experience, preferably in the accounting, and finance
- A strong work ethic, the strength to thrive in a dynamic and demanding work environment, and an ability to meet critical deadlines.
- Strong analytical skills with a deep knowledge of and mastery of Excel
- Innovative and problem-solving approach to building and refining financial processes and models
- Excellent verbal and written communication skills

Approach to Work

- Are passionate about the BOSS's mission
- Have a strong sense of integrity, discretion, and humility, and able to collaborate with a wide variety of people
- Can quickly recognize and analyze the relationships between the big, strategic ideas and the minute, tactical details
- Proficiency in Microsoft Office required.

KNOWLEDGE AND SKILLS

Knowledge of:

- Applicable federal, state and local laws, rules and regulations.
- Office administrative practices and procedures, including records management and the operation of standard office equipment.
- Blackbaud Financial Edge Software

Key Qualities

- Problem solving skills.
- Motivated by coordinating and responding to multiple needs.
- Demonstrated effectiveness with interpersonal relationships, negotiation, and conflict resolution.
- Acts with integrity and maintains confidentiality in a professional manner.

Ability to:

- Interpret, explain and apply regulations, policies and procedures.
- Communicate clearly and effectively both orally and in writing.
- Prepare clear, accurate and effective reports, correspondence and other written materials.
- Demonstrate interpersonal sensitivity and work with a diverse population.
- Establish and maintain effective work relationships, building trust at all levels of the organization.