

Sr. Financial Analyst

Position Summary: This is a newly created position, reporting to the Director of Finance, or his/her designee. The Alameda Family Services Sr. Financial Analyst will assist with program financial and accounting work streams related to the Agency's federally and State funded contracts. This position will require solid Excel modeling skills and the ability to learn the nuances and requirements of some of the Agency's more complex contracts. The Sr. Financial Analyst will work as a member of a team and assist the Management Team on other special projects and activities as needed. The Sr. Financial Analyst will work with a high degree of independence and will also collaborate with all agency employees.

Duties and Responsibilities

Finance:

- Grant budget modeling
- Grant application support
- Financial analyses
- Budget Justification modeling and analysis
- Program and Fund Source level forecasts / re-forecasts
- Budgets and Financial Reporting
- Variance analyses
- Month end package preparation and support

Accounting:

- Month end close activities
- Monthly invoicing
- Journal entries
- Federal reporting
- State reporting
- Revenue analysis
- Cost center audits and analysis
- Allocations
- Reconciliations
- Cash and Revenue Tracking
- Wage analyses
- Annual audit support

Contracts:

- Contractual analysis
- Contracts governance and oversight
- Records maintenance and documentation control
- Contracts Support

Agency Responsibilities:

- Develop and maintain good working relationships with program staff and outside providers
- Participate actively in all required staff meetings and training opportunities
- Knowledge and awareness of the agency goals
- Abides by all provisions of the Alameda Family Services Policies and Procedures Manual
- Abides by all legal and ethical standards set forth by the state and appropriate licensing board
- Willing to perform other related duties as assigned.

Reporting Relationship:

- Director of Finance

Subordinate Staff (providing direct supervision):

- None

Qualifications:

- A degree in Finance or Accounting, or a related field is a plus. Equivalent work experience may substitute
- Proficiency in Excel and Word is required

Work Environment:

- Clean office environment
- Carpet
- Overhead lighting
- Low level noise

Travel:

- Some local travel

Physical Requirements:

- Standing and sitting intermittently throughout the 8-hour shift
- Repetitive finger movements, regular computer keyboard use.
- Limited bending and stooping
- Ability to work harmoniously with others
- Ability to accept and follow instructions
- LIFTING: Average Weight: 10 lbs. Frequency: Daily

ACKNOWLEDGEMENT

The above is intended to outline the basic duties and requirements for this position.

Please submit cover letter and resume to: HR@alamedafs.org