



JOB DESCRIPTION

JOB TITLE: Financial Analyst

STATUS: Full-Time Exempt

Job Code: ELFA-0821

Date: October 2021

As a member of the Imprints Cares finance team, The Financial Analyst will help drive business performance by leveraging data to create impactful analysis, insights, and reporting. This position supports the Director of Business Operations to handle the day-to-day operations and involves close interaction with all staff. The Financial Analyst will assist in tracking and better understanding the revenue flow of the various Imprints Cares programs and offer optimal financial reporting, and financial and grant management activities. This position will be instrumental in supporting Imprints Cares in fulfilling our mission driven work, which is to nurture children for lifelong success.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Finance, Accounting Administration

- Responsible for assisting in day-to-day accounting activities including:
 - Account management and daily reconciliations
 - Invoicing and data processing
 - Month-end closing
 - Accounts Receivable
- Work with the Business Operations Director in the analysis of department revenues and budgets. Assist in the preparation of an annual budget, quarterly forecasts, and monthly reports.
- Utilize projection models and financial analyses to provide insight into the operations of Imprints Cares.
- Support the Business Operations Director in preparing for audits.
- Maintain internal controls and financial procedures.
- Provide high level customer service for all families enrolled in the Expanded Learning Program including phone calls, emails and other types of correspondences.
- Assist with data entry in the Expanded Learning database daily.
- Complete monthly financial data analysis to ensure the Business Operation Director has a clear picture of the programs financials status each month.
- Perform other data analysis as needed.
- Comply with federal, state, and company policies, procedures, and regulations related to the

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Imprints Cares organization.

- Receive cash, checks and digital transactions for the Expanded Learning Program.
- Make collection calls and send emails in order to resolve outstanding account balances.
- Assist in other areas on the finance team as needed.

Grants Assistance

- Support the Business Operations Director in the analysis of Grant and Program Budgets.
- Support the Business Operations Director in preparing financial documentation in order to accurately report grant funding reports.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, finance, or related field.
- Adept in general accounting principles.
- Grant reporting experience.
- Operates with integrity, honesty, and transparency. Exercises good judgment and appreciates the need for confidentiality and discretion on sensitive and protected matters.
- Proficient in ProCare is a plus.
- Proficient with Microsoft Office Products (Excel, Word and PowerPoint).
- Strong skills in synthesizing data into financial reports, charts, and graphs.
- Strong attention to detail and process oriented.
- Demonstrated ability to multi-task and to manage multiple priorities.
- Ability to work independently; be self-directed and motivated.

REPORTING RELATIONSHIP:

The Financial Analyst will report to the Business Operations Director with a secondary reporting obligation to the Director of Expanded Learning and Executive Director of Imprints Cares.

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