



Budgets Analyst

JOB SUMMARY

Reporting to the Finance Manager and the Director of Operations, the Budgets person is responsible for assisting the Finance Manager with monitoring the budgets of the various departments within Random Acts. The Budgets Analyst assists with information gathering, budget planning, and creating reports.

RESPONSIBILITIES

- Create budget reports for Managers of other departments as well as the Executive Team
- Supports a variety of analyses and reporting functions for the preparation of the organization's annual budget and forecasting activities.
- Experience using the following in Excel: Pivots, Slicers, V-Lookup, H-Lookup
- Plans and coordinates the review of budget submissions;
- Reviews, analyzes and finalizes cost estimates and budget proposals, in terms of staff and non-staff requirements
- Participates in inter-departmental meetings on matters related to resource requirements, programming, financial and budgetary issues
- Knowledge of financial and budgetary principles and practices, budget development and financial administration of resources
- Ability to develop budgetary policies, procedures and new programs
- Reports to the Finance Manager

DESIRED QUALIFICATIONS AND SKILLS

- Excellent communication skills
- Strong skills in Excel, especially the areas mentioned above
- Excellent organizational and time management skills
- Ability to handle multiple tasks at once
- 1-2 years experience working in budgets preferred
- Bachelor's degree in accounting, finance or a related field seen as a plus