



## Finance Analyst

### **JOB SUMMARY**

Reporting to the Treasurer, the Financial Analyst provides support to the assigned team and assists all levels of the organization, providing keen insight into financial and operational-based metrics through data mining in a proactive manner. This position is responsible for analyzing financial measures tied to all aspects of the Random Acts with a concerted focus on providing financial support to the finance team.

### **RESPONSIBILITIES**

- Analyzing financial measures for a variety of departments.
- Providing financial support for the Treasurer
- Create budget reports for Managers of other departments as well as Directors
- Uploading data into our CRM
- Creation of dashboards and assist with the creation of analysis and forecasting
- Overseeing day-to-day functionality of the on-line training and assist in developing annual training schedule.
- Reports to the Treasurer

### **DESIRED QUALIFICATIONS AND SKILLS**

- Excellent communication skills
- Ability to research information and analyze data to arrive at valid conclusions, recommendations and plans of action
- Strategic thinker, ability to solve problems efficiently
- Strong analytical, research and problem-solving skills
- Understanding of multiple modeling techniques
- Demonstrate flexibility and adaptability in a fluid and rapidly changing environment
- Possess ability to work independently and take initiative, not requiring significant direction
- Intermediate experience using and developing visual analytics dashboards and reporting tools
- Experience with modern relational databases for ad hoc analyses
- Strong knowledge and working experience with data manipulation tools
- Intermediate-level knowledge of Microsoft Office 365, SharePoint, Excel/PivotTables, QuickBooks online and other business intelligence/reporting applications or visual analytics
- Experience with CRMs considered a plus