For more than 80 years, Episcopal Relief & Development has been working together with supporters and partners for lasting change around the world. Each year the organization facilitates healthier, more fulfilling lives for more than 3 million people struggling with hunger, poverty, disaster and disease. Inspired by Jesus’ words in Matthew 25, Episcopal Relief & Development leverages the expertise and resources of Anglican and other partners to deliver measurable and sustainable change in three signature program areas: Women, Children and Climate.

Senior Financial Analyst (New York, NY or Remote USA)

The Senior Financial Analyst provides budgeting and financial management support for Episcopal Relief & Development programs. You will work cross-functionally to provide key financial information through constant and comprehensive analysis that ultimately informs decision-making and aligns the organization’s core values and strategic goals with spending plans and key performance indicators.

As Senior Financial Analyst, you will:

- Produce and share monthly budget to actual reports for department leads and Program Officers
- Analyze monthly financial data at the program, department and portfolio level and share recommendations on spending targets and other finance ratios
- Consolidate monthly financial forecast from assigned portfolio, informing cash flow projections for the organization
- Support Grant Finance Manager and Program Officers in the development of proposal budgets
- Assist with the preparation of Quarterly Financial information, highlighting progress against key performance indicators
- Present quarterly portfolio performance to internal stakeholders
- Support the review of local partners’ expenses and reconciliation for proper journal entries
- Prepare required financial reports and seek approval of appropriate signatory level
- Provide clear guidance to staff on policies and procedures to ensure the proper allocation of funds is being applied
- Support financial and administrative processes and systems for the assigned portfolio, including the review and approval of expenses, to ensure all transactions are allowable and reasonable per annual budget and in compliance with policies and procedures
- Maintain General Ledger for the assigned portfolio, including recording and reviewing day-to-day financial transactions and ensuring all expenses are correctly coded on a monthly basis
- Train staff on finance processes and procedures and assist in the implementation of new and updated financial policies
- Assist with preparation of audits, including funder’s audits and external audits, and support the programs team in the audit of partner’s financial information
- Develop tools, templates and guidelines to streamline finance-related procedures
You Are:

- A confident communicator with excellent writing and communications skills who has sound judgment and manages sensitive information with discretion and confidentiality
- An enthusiastic team member who is excited to work cross-functionally in a highly collaborative environment with tact, diplomacy and sensitivity to diverse backgrounds
- A strategic thinker with strong analytical skills and a creative, flexible and solutions-oriented approach to problem-solving
- A detail-oriented multi-tasker who is highly organized and adept at managing competing priorities and meeting deadlines in a fast-paced environment
- Able and willing to work independently in a faith-based remote-work environment and travel intermittently

You Have:

- A shared commitment to Episcopal Relief & Development’s mission, values and justice, equity, diversity and inclusion efforts
- A Bachelor’s degree in finance, business, international management, or a related field and/or equivalent experience
- A minimum of four (4) years of relevant finance experience, preferably in the nonprofit sector or managing a portfolio with multiple departments/products
- A minimum of two (2) years of experience in a finance analyst role; experience in the international NGO field a plus
- Proven budget and financial management experience, including, but not limited to, financial planning, budget monitoring, data consolidation and reporting
- Advanced proficiency in Microsoft Office suite, particularly Microsoft Excel
- Demonstrated experience and use of accounting software, preferably with Financial Edge, Grantmaking and other Blackbaud products
- Experience with project management/ task management software (like Asana) helpful
- Fluency in an additional language (French, Portuguese, Spanish, etc.) a plus

How To Apply:

Email cover letter and resume to careers@episcopalrelief.org with the subject line “Senior Financial Analyst.” For more information, visit our website at www.episcopalrelief.org.

* Competitive salary and generous benefits package offered.

* Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer (EEO). All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or any other legally protected status.

Episcopal Relief & Development offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request accommodation at any time.