

## EPISCOPAL RELIEF & DEVELOPMENT

### JOB DESCRIPTION

**TITLE:** Jr. Financial Analyst  
**REPORTS TO:** Vice President, Finance  
**DEPARTMENT:** Finance  
**DIVISION:** Operations  
**LOCATION:** Flexible – Central and Eastern time zone's preferred.  
**FLSA STATUS:** Exempt  
**EFFECTIVE DATE:** January 2024

**PRIMARY FUNCTION/PURPOSE:** The Jr. Financial Analyst provides budgeting and financial management support for Episcopal Relief & Development. Works closely with Vice President, Finance and Sr. Financial Analyst providing key financial information through a comprehensive analysis that ultimately informs decision making from relevant internal stakeholders, looking to align the organization's core values and strategic goals with spending plans and financial KPIs.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

➤ Financial Management & Budgeting

- Producing and sharing monthly budget to actual reports with Sr. Financial Analyst and VP Finance. This includes the overall analysis of budget line items, burn rates, variance and other financial data.
- Provide support with the analysis of monthly financial data at each department level including spending targets and other financial ratios.
- Support the consolidation of monthly financial forecast informing cash flow projections for the organization.
- Support Sr. Financial Analyst with the preparation of quarterly financial performance of each department.
- Prepare journal entries to capture grantees expenses on a quarterly basis.

➤ Reporting

- Support the review of local partners' expenses (grantees) and reconciliation for proper journal entries.
- Prepare required financial reports and seek approval of proper signatory level.

➤ Policies and Procedures

- Provide clear guidance to staff on Episcopal Relief & Development 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 Episcopal Relief & Development's own policies and procedures.
  - Support the maintenance of General Ledger for the assigned portfolio, by reviewing day-to-day financial transactions and ensuring all expenses are coded correctly on a monthly basis.
  - Assist in the implementation of new and updated financial policies with Episcopal Relief & Development staff.
  - Suggest upgrades and changes aligned to a continuous process improvement methodology.
- Audit Support
- Provide support for audits preparations, including funder's audits and external annual audits.
  - Support the program operations team in the audit of partner's financial information.
- Additional tasks
- Provide trainings to staff regarding finance related processes and procedures as well as other finance topics.
  - Provide back up support for Accounts Payable batching preparation when needed.

#### **SUPERVISORY REQUIREMENTS:**

- This role has no direct supervisory responsibilities.

#### **EDUCATION:**

- Bachelor's degree in relevant discipline, finance, business, international management, or related field preferred.

#### **EXPERIENCE:**

- 2 years of relevant experience in a finance position and at least 1 years of experience in a finance analyst role, preferably in the nonprofit sector or managing a portfolio with multiple departments/products.
- Work with international organizations preferred, experience in the international NGO field a plus.
- Budget and financial management, including financial planning, budget monitoring, data consolidation and reporting.

#### **RELATED SKILLS:**

- Ability to work collaborative with Program, Accounting and Finance departments
- Excellent communication skills. Effective verbal and written communication is necessary.
- Proven ability to work well in a highly collaborative and cross-functional environment.

- Creative, flexible and solutions-oriented approach to problem-solving.
- Highly organized, with the ability to follow tasks through to completion and meet hard deadlines.
- Proven ability to meet deadlines and perform at a high-level in a fast-paced environment.
- Strong attention to detail, accuracy and analytical skills.
- Ability to work independently in a remote-work environment, with strong time management and multi-tasking skills.
- Experience with Microsoft Office suite, with particular proficiency with Excel.
- Experience and usage of accounting software is required. Experience with Financial Edge, Grantmaking (Gifts Online) and other Blackbaud products preferred.
- Experience with project management/ task management software (like Asana) a plus.
- Additional language (French, Portuguese, Spanish, etc.) is a plus.

#### **OTHER REQUIREMENTS:**

- Ability to perform in a dynamic environment.
- Willingness to travel up to 25% of time in diverse and under-resourced environments.
- May be required to work a varied schedule, including evenings and weekends. Mostly during audit times.

#### **SALARY & BENEFITS:**

**Annual salary range of \$\$68,685-\$72,135**  
**Competitive, comprehensive benefits package offered**

### **How To Apply:**

Email resume and cover letter to [careers@episcopalrelief.org](mailto:careers@episcopalrelief.org) with the subject line "Jr. Financial Analyst." For more information, visit our website at [www.episcopalrelief.org](http://www.episcopalrelief.org).

*The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications. Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.*

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.