

POSITION DESCRIPTION

JOB TITLE:	Financial Analyst	STATUS:	Exempt
REPORTS TO:	Director, Finance & Administration	HOURS:	Full Time
DATE:	February 2015	DEPT:	Educate Texas

Educate Texas Vision

A leading catalyst for progress, Educate Texas, a public-private initiative of Communities Foundation of Texas, is an innovative alliance of public and private groups that share a common goal: *Strengthen the public and higher education system so that every Texas student is prepared for educational and workforce success.*

Educate Texas Mission

Increase postsecondary readiness, access and success for all students by building partnerships, leading innovation and scaling practices and policies.

Summary

The Educate Texas Financial Analyst provides professional-level support in finance functions including budgeting, forecasting, financial modeling, revenue analysis and various ad-hoc reports and projects as needed.

Key Responsibilities

- Assist in the preparation of the annual operating budget.
- Monitor actual performance against operating budget and provide variance explanations.
- Perform revenue and expense trend analysis and prepare spreadsheets, graphs and charts to help illustrate financial trends.
- Prepare project-based budgets to be used in requests to various funding sources including state and federal funding.
- Prepare revenue and expense forecasts as well as long-term financial models
- Prepare cash flow projections.
- Provide financial analysis on a regular basis to drive strategic decisions and drive organization initiatives through budgetary goals
- Participate in the development of a regular forecasting and analysis process. Document policies and procedures regarding the process.
- Analyzing and proposing requirements/protocols for establishing potential business/funding models.
- Monitor and meet all deadlines and respond to all inquiries related to the Program's budget and financial issues with program officers and management
- Contribute to ad hoc analytical projects.
- Special projects as assigned

Qualifications

- Minimum 4 years of finance/accounting experience with excellent analytical skills
- Bachelor's degree in Accounting or Finance, Master's degree preferred
- Advanced Excel experience, with proficiency in financial modeling including P&L's.

- Experience with Access.
- Blackbaud experience a plus
- Familiarity with OMB Circular A-122
- Governmental Accounting Standards Board and Education Department General Administrative Regulations knowledge (EDGAR) a plus
- Non Profit experience a plus

Skills & Requirements

- Ability to communicate effectively both orally and in writing
- Excellent problem-solving skills
- Ability to manage multiple tasks and demands
- Strong written, presentation and verbal skills, including experience with executive level audiences
- Work effectively with staff in a team-oriented environment with a positive, can-do attitude
- Exhibit a high degree of professionalism, business judgment, tact and diplomacy

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Send resume, cover letter, and salary requirements to: careers@cftexas.org or mail to:

D'Etta Hughes, PHR
Human Resources Director
Communities Foundation of Texas
5500 Caruth Haven Lane
Dallas, Texas 75225