



## Job Description Financial Analyst

**Status: Pending Approval as of 12/01/24**

### Job Profile

<p><b>Job Title: Financial Analyst</b>  <b>Department/Program:</b> Administrative Services  <b>Reports to:</b> Director of Finance  <b>Job Details:</b> Non-exempt, hourly, permanent, full-time  <b>Scheduled Hours:</b> 35-40 hours per week  <b>Benefits Eligibility:</b> 401(K), Medical, Vision, Dental if hired as W-2 employee  <b>Compensation Range:</b> 24-28</p>	<p><b>EEO-1 Component 1 Job Category:</b> Professionals  <b>SOC Code:</b> 13-2051  <b>Six-Level SOC Job Code:</b> 13-2051  <b>Four-Digit Census Code:</b> 2051</p>
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#### Job Summary

The Education and Leadership Foundation is seeking a **Finance Analyst** to oversee daily accounting operations and play a key role in maintaining the organization's financial integrity. In this critical position, you will ensure compliance with regulatory standards, optimize financial processes, and support the foundation's fiscal health. As a valued member of the Finance Department, you will manage comprehensive accounting functions and work closely with the Director of Finance to uphold the organization's financial stability and transparency.

#### Knowledge, Skills, and Experience:

##### Required Knowledge:

- Basic accounting principles and practices (GAAP).
- Financial management (accounts payable/receivable, general ledger).
- Accounting software experience (QuickBooks, Bill.com).
- Year-end reporting and 1099 forms.
- Vendor management and billing processes.
- Payroll and tax compliance (if required).

##### Required Skills:

- Proficiency in Microsoft Office (Excel, Outlook, Word), especially Excel.
- Experience with accounting software (QuickBooks, Bill.com).
- Strong written and verbal communication skills.
- Organizational and time management skills.
- High attention to detail and accuracy.
- Problem-solving and analytical skills.
- Collaborative, team-oriented attitude.

##### Qualifications and Experience:

- Bachelor's degree in Business Administration, Information Systems, Accounting, Finance, or a related field.
- 2+ years of accounts payable/accounting experience (preferred).
- High school diploma/GED required, some college education preferred.
- 1 year of experience with Microsoft Excel.
- Ability to work occasional overtime.

#### Performance Area: Financial Acumen

- Demonstrate understanding and application of basic accounting principles to ensure accurate financial management.
- Oversee and manage accounts payable (A/P) and accounts receivable (A/R) to ensure timely and accurate processing.
- Ensure compliance with Generally Accepted Accounting Principles (GAAP) in all financial operations.

#### Performance Area: Financial Management

- Manage and process all accounts payable and receivable transactions efficiently, ensuring accuracy and timeliness.
- Maintain the general ledger, perform reconciliations, and resolve discrepancies as needed related to bank reconciliations, card reconciliations, and others.
- Maintain accurate financial records, including managing credit card transactions and vendor accounts.
- Assist with year-end reporting, workers' compensation audits, and 1099 form preparation.

- Optimize workflow, prioritize tasks effectively, and foster a collaborative, team-oriented work environment to enhance operational efficiency.

**Performance Area: Billing and Vendor Management**

- Review and process billing for the Education and Leadership Foundation, ensuring correctness and compliance.
- Maintain and update vendor records, and resolve any discrepancies in a timely manner.
- Verify, code, and process vendor invoices, ensuring proper sales tax is applied.
- Record financial transactions in accounting software such as QuickBooks and Bill.com.
- Ensure that all credit card transactions have attached receipts and are approved by the respective cardholders.

**Performance Area: Year-End and Budget Preparation**

- Assist the Director of Finance in year-end closing procedures and budget preparation.
- Support staff reimbursement processes and ensure proper documentation.
- Use project management tools (e.g., Basecamp) to track, organize, and update tasks and project statuses.
- Collaborate with HR and other departments to ensure alignment on financial matters and processes.

**Performance Area: Communication and Documentation**

- Serve as the primary point of contact for vendors regarding payment inquiries and resolve issues in a timely and professional manner.
- Ensure all financial records and documents are organized and accurate, supporting transparency and compliance.
- Administer payroll processing when required, ensuring compliance with organizational policies and regulations.
- File and maintain documentation to ensure adherence to local, state, and federal regulations.
- Ensure that invoices are appropriately coded by department (e.g., Immigration, Special Projects, Education, Administration).
- Build and maintain strong working relationships across teams, promoting a positive and service-oriented workplace culture.
- Demonstrate strong communication skills, effectively collaborating with individuals from diverse backgrounds.

**Performance Area: Vendor Payment Processing**

- Process vendor payments on a weekly basis and as needed, ensuring accuracy and timely payment.
- Maintain an organized filing system for paid invoices, adhering to document retention policies.
- Match invoices to appropriate backup documentation and ensure proper approvals in are obtained.
- Review vendor statements and respond promptly to inquiries and payment requests.
- Complete other tasks and responsibilities as assigned to support the financial operations of the organization.

**Additional Duties as Needed:**

- Perform additional tasks or projects as management assigns to support the organization's needs.
- Be adaptable to evolving responsibilities in a dynamic work environment.
- Participate in team meetings, training, and development opportunities as required.
- Assist in other finance department tasks during peak periods or when coverage is required.

**Job Conditions, Accommodations, and Acknowledgements**

**Work Environment & Conditions:**

- **Physical Space:** when performing administrative tasks, they will work in a shared, open office space with a designated workspace and issued work computer for in-office administrative tasks. when performing physical tasks, they will be exposed to outdoor temperatures & elements, outdoor noises in an urban environment
- **Company Culture:** a collaborative, multilingual staff supporting different organizational functional needs.
- **Team Dynamics:** works independently in day-to-day tasks and works with other staff, volunteers, contractors, or interns to support evolving community outreach & support needs.
- **Travel -** some travel may be required to attend trainings, provide finance department support, etc.

- Ensure regulatory compliance with financial documentation and tax filings.

**Physical Requirements**

- Ability to work independently and maintain confidentiality.
- Ability to sit for long periods and occasionally lift up to 20 pounds.
- Alignment with the mission and values of the organization.
- ability to sit for extended periods of time working at a computer.
- Adaptability to changing duties and assignments.
- Must listen to staff on the phone and those served in person and speak clearly to communicate information to clients and staff.
- Must be able to read memos, computer screens, personnel forms, and clinical and administrative documents.
- Must have high manual dexterity.
- Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn.

**Work Environment Accommodation Request**

You can request a worksite accommodation to support a personal or medical need. Please note that any listed work environment accommodation request will undergo an interactive process that involves you (as the employee) and ELF leadership in determining a workable solution. If necessary, ELF will request documentation supporting your personal or medical needs.

[Accommodation Request Form](#)

**Employee Acknowledgement**

I have received a copy of my job description, and I have read and understood the job requirements, responsibilities, and expectations outlined in this job description.

I attest that I can perform the essential job functions as outlined:

- with reasonable accommodations
- without any reasonable accommodations

Name (Print):	
Signature:	Date: