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## JOB DESCRIPTION

**POSITION TITLE:** Financial Analyst  
**FLSA STATUS:** Non-exempt, 4 Month Temporary  
**SALARY RANGE:** \$20.00 - \$25.00 per hour  
**DEPARTMENT:** Finance  
**DATE:** June 6, 2018

### POSITION SUMMARY

Under the leadership of the Chief Financial Officer, this contract position will analyze the Coalition's financial status by collecting, monitoring, studying data and recommending budgetary actions in support of driving operational performance. This is a key analytical role tasked with providing an overall summary of our current status in addition to budgeting and forecasting for the next 1-3 years.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Identifies financial status by comparing and analyzing actual results with plans and forecasts
- Improves financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management
- Guides cost analysis process by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques
- Recommends actions by analyzing and interpreting data and making comparative analyses; studying proposed changes in methods and materials
- Complete ad hoc reporting and analysis as requested to Senior Leadership and The Board of Directors
- Determines cost of operations by establishing standard costs and collecting operational data

### SUPERVISORY RESPONSIBILITIES

None.

### QUALIFICATIONS

- Bachelor's degree from an accredited institution in Finance or Business Administration, or closely related field
- 1-3 Years of Financial Analysis experience preferred to include forecasting and budgeting
- Nonprofit experience a plus

- Advanced Microsoft Office Skills with excellent Excel skills
- Strong forecasting and budgeting experience
- Proven track record of leveraging data driven research analytics to drive strategic direction, best practices and process improvements
- Strong initiative and ability to manage multiple projects as well as strong follow through skills
- Excellent verbal, interpersonal communication skills and presentation skills
- This position requires successful completion of the level 2 background screening standards as set forth in s. 435.04, F.S.

*The statements in this Job Description are intended to describe the general nature and minimum level of work required. The content should not be construed as a complete list of all duties, responsibilities and skills required to meet the criteria for this position. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*