

<i>Job Title</i>	FINANCIAL ANALYST IV
<i>State</i>	Florida
<i>Program</i>	Children's Network of Hillsborough, LLC
<i>Reports to</i>	Director of Finance
<i>FLSA Status</i>	Exempt
<i>Job Description Statement</i>	This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

MISSION STATEMENT

The Children's Network of Hillsborough is committed to working with the community to protect children and preserve families.

GENERAL PURPOSE OF JOB

Assisting the Director of Finance or designee in analyzing the financial performance and status of all contracts as it relates to budgets, billings, modifications, monitoring, and forecasting, and recommending strategies and/or process improvements where appropriate. The Financial Analyst works with internal and external staff to provide customer service support and assist in providing requested financial data.

QUALIFICATIONS

Three to five years of finance experience; gathering, analyzing, presenting and reporting financial information to internal leaders. The Financial Analyst will possess personal qualities of integrity, credibility, and an unwavering commitment to Children's Network of Hillsborough, LLC's mission; a proactive, hands-on strategic thinker who will own, in partnership with the Director of Finance, the responsibility for finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ◆ Assists the Director of Finance in analyzing actual performance to operating plan and budget; develop reports and interpret the results
- ◆ Assist leadership in the annual budgeting and planning process, forecasting, and variance analysis
- ◆ Assist with sub-contractor fiscal monitoring activity to include providing training/feedback on fiscal templates
- ◆ Monitors and assigns subaccounts to various subcontracts to ensure compliance with federal regulations
- ◆ Provide accounting with accruals for subcontracts
- ◆ Lead analyst on subcontracted providers budgets, expenditure reports and spending plan; ensure compliance to sub-contract, county, state and federal regulations; prepare written observations and recommendations; recommend strategies to leadership
- ◆ Assists in the preparation of budgets for project/program and grants and proposals, rate studies and cost models; ensures financial reporting and fiscal contract compliance are met for each contract
- ◆ Reconcile and close out grants/contracts at termination
- ◆ Works with internal staff in developing process procedures that document workflows from start to end to verify that revenue streams are maximized

- ◆ Conduct financial analysis and special reports as assigned by the Director of Finance

ESSENTIAL DUTIES AND RESPONSIBILITIES (CONTINUED)

- ◆ Timely file required contractual fiscal deliverables
- ◆ Other duties may be assigned as special projects may be requested.

WORKING HOURS

CNHC's work week is Monday through Friday, 40 hours per week. Your supervisor will advise you of your work hours; however, business office hours are 8:00 am to 5:00 pm.

TRAVEL

Travel in and outside of Circuit 13 may be required.

TRAINING

All employees must complete fifteen (15) hours of on-line or classroom Training on an annual basis. If the employee is a Certified Child Welfare Professional, Training hours must total twenty (20) annually.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities

DIRECT SUPERVISION OF:

- ◆ N/A

EDUCATION AND EXPERIENCE

Bachelor's degree, from an accredited college or university, in Accounting, Finance or Business Administration

SKILLS AND ABILITIES

The Financial Analyst must be able to operate standard modern office machinery, including fax, telephone, calculator, computer, scanner, printer, copier and mail machine; must have excellent word processing skills; must be competent with Microsoft Office Suite programs, including Word, Excel, Power Point, Access, Publisher and Outlook. Possess competency with basic e-mail protocol; excellent written and oral communication skills; effective listening skills; ability to work as a team member, and the ability to work in a multi-cultural environment. The Financial Analyst must possess a general understanding of accounting, critical thinking skills, and out-of-the box thinking. Must possess excellent organizational skills and abide by the highest standards of confidentiality.

PRE-EMPLOYMENT REQUIREMENTS

CERTIFICATES, LICENSE, REGISTRATIONS, BACKGROUNDS, DRUG SCREENS, ETC.

- ◆ Valid driver's license, and clean driver's license check required, with proof of insurance
- ◆ No special certification or registration is required for this position
- ◆ Criminal background screening (fingerprinting) (Local Law Enforcement and FBI/FDLE)
- ◆ Drug Screening is a requirement
- ◆ Children's Network participates in E-Verify

OTHER REQUIREMENTS

LANGUAGE SKILLS

The Financial Analyst must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; to effectively present information and respond to questions from groups of managers, clients, customers, and the general public and to respond to common inquiries or complaints from customers.

MATHEMATICAL SKILLS

The Financial Analyst must possess ability to calculate figures and amounts such as discounts, interest, proportions, percentages, whole numbers, fractions, decimals, ratios, order of operations, exponents and to apply concepts of basic algebra.

- ◆ The knowledge of general accounting principles is essential.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to be proactive, as well as handle problems involving several concrete variables in standardized situations; ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job requires the ability to sit for extended periods; walk; stand; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel or crouch; talk and hear. This job requires visual acuity sufficient to read and operate standard modern office machines. The employee must occasionally lift and/or move up to 25 pounds.

This job requires normal or corrected normal vision for reading documents and computer screens.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is administrative work in an indoor office environment with a moderate noise level (business machines, printers, computers, telephones).

ADA: Children's Network of Hillsborough, LLC will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

EEO: Children's Network of Hillsborough, LLC does not discriminate based on race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.

Children's Network of Hillsborough, LLC is a Drug-Free Workplace.

All personnel who provide or oversee direct services must demonstrate the following capacities:

1. *A commitment to empowering others to solve their own problems*
2. *Valuing a nurturing family as the ideal environment for a person*
3. *A conviction about the capacity of people to grow and change*
4. *The ability to establish a respectful relationship with persons served to help them gain skills and confidence*
5. *The ability to work collaboratively with other personnel and/or service providers or professionals*
6. *The capacity to maintain a helping role and to intervene appropriately to meet service goals*
7. *The ability to set appropriate limits.*
8. *Safety and permanency of children.*

I certify that the statements above to the best of my knowledge accurately describe the duties performed and agree that I am qualified in education and skill to meet the requirements of the position. If the employee does not agree, indicate here:

Supervisor:		Date:	
Employee:		Date:	
Reviewing Authority:		Date:	
Do Not Agree:			