



Job Description

Position: Financial Reporting and Planning Analyst

Department: Accounting

Reports to: Director of Finance

Position Summary:

The Financial Analyst provides vital managerial reporting and analysis to executives of LWCC's for-profit and not-for-profit entities. This includes financial statements, major event budgets, Board packages, and ad hoc reporting. This position also guides staff to ensure accurate bookkeeping, prepares financials for annual independent audits, and provides fiscal management of grants for LWCC entities.

Responsibilities:

- Financial Analysis of operating results, major events and capital projects. This includes weekly cash reports, monthly financial reports for all entities, budget vs. actuals, and strategic financial analyses.
- Preparation and review of books, financial statements, functional analyses and for independent financial audit. Coordinate with Director-Finance on major audit projects and present results to auditors.
- Review financial statements and general ledger details to identify needed adjustments for accuracy. Provide guidance and oversight to the general accounting, AP and AR functions staff with goals of overall bookkeeping improvement.
- Fiscal management of grants for LWCC entities to ensure that: grant budgets maximize potential financial benefits, accuracy of financial reporting, that costs claimed allowable, and compliance with legal guidelines. Coordinate with appropriate management staff when providing grant fiscal management.
- Responsible for improving expense controls, revenue growth and capital spending; in order to maximize positive impacts on LWCC financials. This includes identification of waste/ overspending/ fraud that can be eliminated and working with managers and staff to find the best way of saving.

Knowledge and Skills required:

- Knowledge of accounting, financial analysis and budgeting; work with non-profit operation is a plus.
- Strong accounting software and computer skills, especially MS Excel, are required. GP skills are desirable.
- Strong flexibility: Must be able to work on multiple projects with possibly fluid priorities.
- Strong analytical skills with emphasis on adding value; ability to identify items which impact company's financial viability.

Experience: At least 3 years relative experience, GP experience is desirable but not required.

Education: Bachelor of Science in Accounting, Finance or Business; or commensurate related experience. MBA or related post-graduate study is a plus.

Other: CPA is a plus