



Job Title: Senior Analyst - Financial Planning & Analysis
Reports to: Manager of FP & A
Department: Finance

Summary Overview:

The Senior Analyst, Financial Planning & Analysis (FP&A) will perform a wide range of financial, data management and analytical activities supporting internal reporting, cash management, modeling and forecasting, management information systems and budgeting, in order to assist the operations, management and board's focus on achieving and monitoring results. This position has no supervisory responsibilities and reports to the Manager of Financial Planning and Analysis.

Essential Duties and Responsibilities:

- Develop, improve, and make recommendations for reports, dashboards and presentations to be used by the senior team and the AHCT Board of Directors.
- Collaborate with Manager of Financial Planning and Analysis to develop management and key metric reports.
- Partner with AHCT departments to prepare annual budget and quarterly forecast updates.
- Provide training, tools and information to each department to be capable of managing their budgets in detail and provide variance explanations.
- Utilizing BI system to develop budget vs. actual reports and collaborate with AHCT departments to review and document and build roadmaps /reconciliations on key variances.
- Serve as System Administrator, for the Cloud Based Enterprise Resource Planning (ERP) and Business Intelligence (BI) System.
- Work closely with Controller to provide guidance on expenditures in support of month end close, grant applications, and or award budget updates.
- Collaborate within Finance on financial system and reporting enhancements and streamlining processes.
- Assist Manager of FPA with financial analyses and other ad hoc reporting, as needed.
- Participate in various projects requested by the Director of Finance and/or Manager of Financial Planning and Analysis. Required participation varies depending on the type of project.
- Other duties as required.

Qualifications: the requirements listed below are representative of the knowledge, skill, and/or ability required.

- BS/BA with a major in accounting and/or finance
- Experience working in a governmental, nonprofit or large financial consolidation role preferred
- 5 years of work experience overall in a financial capacity
- Computer skills and knowledge of relevant software (ERP and BI systems)
- Proficiency in Microsoft Office products in general, but high proficiency in Excel and/or Access is required

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.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

Work Environment: this is an in-office role in which the noise level in the work environment is usually low. Requires fast-paced deadlines and has a high stress at times. Minimal to no travel required.

Equal Opportunity and Affirmative Action Employer

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship