

## **Gleaners Community Food Bank Job Description**

**Job Title:** Senior Financial Analyst  
**Reports to:** Chief Financial Officer  
**FLSA Status:** Exempt  
**Department:** Finance/IT  
**Last Update:** Draft August 2020

The Senior Financial Analyst is responsible for determining the financial implications of a variety of business decisions.

### **Essential Duties and Responsibilities**

1. Manage banking relationships, evaluate financial risk associated with cash and investments
2. Implement program level costing
3. Manage operations investment policy
4. Responsible for variance analysis
5. Creates customer and department resolution
6. Responsible for daily, weekly, monthly and annual cash management reporting and forecasting
7. Oversees the financial reporting supporting Operations
8. Conducts activity based cost analysis in an effort to provide scenario analysis for business segments
9. Conducts financial analysis involving both financial and non-financial components
10. Conducts operational analysis in order to support operational efficiency decisions
11. Prepares a trend analysis used to design or support operational decisions
12. Utilize treasury management experience, maintenance of bank fees and ability to provide leadership in managing costs
13. Design and implement an interdepartmental, integrated budget process and execute efficiently to produce a functional budget.
14. Prepare financial forecasts, at least quarterly, potentially more often.
15. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities
16. Other duties as assigned.

### **Scope of Position**

Budgetary Responsibility:	Moderate
Personnel Responsibility:	Low
Access to Confidential Info:	High
Supervisory responsibility:	Low
Customer Contact:	Donors: Low Volunteers: Low Partner Agencies: Low Outside Vendors: Low

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.  
*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education/Experience**

Bachelor's degree in related field

Expert Level Excel Skills (pivot tables, v-look ups, analysis tools)

Strong ERP Skills and an appreciation for system integration

Budget and Forecasting experience, hands on, both system and excel work

Financial Edge Experience is preferred

**Language Ability**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

**Math Ability**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis.

**Reasoning Ability**

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.