

JR. FINANCIAL ANALYST

SUMMARY

Responsible for developing budgetary and other financial analyses related to MCCA's operating and capital budgets and other projects. Communicates MCCA's Finance Department policies and guidelines to MCCA departments and collaborates with other departments to review fiscal and budgetary proposals.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Chief Financial Officer may designate various other activities. *The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.*

- The Financial Analyst is expected to become an expert in the MCCA operating and capital budgets and chart of accounts/accounting structures and to provide analysis of department programs, operations and policies for the MCCA.
- Incumbent must understand administrative policies and priorities to help prepare the annual budget recommendation to the MCCA Board.
- The Financial Analyst will collaborate with departments to monitor and forecast revenue and expenditures based on MCCA's projected business, programmatic variables, and economic factors.
- The Financial Analyst is required to work with external parties from time to time to provide and gather comparable MCCA industry data, particularly which assists in preparing financial analysis and presentations.
- The Financial Analyst will identify and monitor key budget and policy issues over the course of the fiscal year, including monthly and quarterly reporting responsibilities related to MCCA expenses and revenues for internal and external purposes.
- The Financial Analyst is responsible for proposing and analyzing savings initiatives, typically in concert with one or more MCCA departments.
- The Financial Analyst will typically participate on policy development and procurement teams, where his or her financial expertise and skills will be critical to completing timely and effective analysis and recommendations for MCCA leadership.
- The Financial Analyst must use his or her judgment to form independent decisions with minimal guidance from the CFO and other Finance Department staff and implement the decisions through a variety of ways including approval within the financial management system, adjustments in budgeting tools and official communications with MCCA departmental staff.
- The Financial Analyst is required, at the direction of the CFO, to complete various administrative responsibilities in support of the Finance Department and the MCCA. These may include but are not exclusive to the following: department and Authority-wide office supplies purchasing; monthly sales compensation reporting; department and authority communications; and, department scheduling.

SUPERVISION RECEIVED: Supervision is provided by the Chief Financial Officer and includes training, coaching, and performance evaluations.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: 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: A Bachelor's degree is required. A degree in a related field such as finance, public administration, business, or economics is preferred.

- Must have excellent analytical, interpersonal, self-management, research, and communication skills, including the ability to write clearly, comprehensively, and concisely.
- Demonstrate an interest in financial and budgetary issues through education, work, or volunteer activities. They must be able to analyze quantitative and programmatic information.
- Able to view MCCA-funded programs critically and think creatively about alternatives for providing services.

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.

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.

WORK SCHEDULE: The work schedule for this position typically fluctuates based upon the needs of a particular event or project, which would require the ability to work a flexible schedule.

DRESS CODE In order to project dignity and decorum expected by the public, appropriate dress and good grooming are expected of all employees.

To apply online please visit: <https://home.eease.adp.com/recruit/?id=15374091>