

HUMBOLDT SENIOR RESOURCE CENTER
Job Description

JOB TITLE: Financial Analyst

DEPARTMENT: Finance

REPORTS TO: Director of Finance

FLSA STATUS: Non-exempt/Hourly

APPROVED: **November 2018**

JOB SUMMARY: The Financial Analyst is responsible for the preparation and analysis of reports due to outside agencies such as the State of California, the Federal Government, and the County of Humboldt. The Financial Analyst will provide high-level reporting and financial analysis to the Director of Finance and other levels of management within the agency. The Financial Analyst will possess advanced accounting skills and the ability to reconcile general ledger accounts, prepare budgets, and cross-train other positions in the Finance department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepares and analyzes monthly, quarterly, and annual reports to the State of California and the Federal government, as well as to local county and city agencies.
2. Oversees the preparation of monthly and annual financial reports to the Area 1 Agency on Aging, California Department of Aging, and other appropriate granting agencies and funding sources.
3. Works with the Director of Finance to prepare and monitor the agency budget and revisions, as well as allocations and overhead schedules.
4. Responsible for monthly reconciliation of the agency's bank accounts.
5. Monitors and analyzes the Redwood Coast PACE reinsurance program, keeping track of claim totals, submitting claims, and monitoring their progress.
6. Provides other specialty reporting for programs as requested by the Director of Finance.
7. Provides research and financial analysis on agency projects.
8. Works with auditors on the annual agency audit and other program fiscal audits as necessary.
9. Participates in the process of teaching, training, and mentoring student interns and volunteers working within the program area.

EDUCATION &/or EXPERIENCE:

1. A minimum of four (4) years of senior-level accounting experience, preferably in government or non-profit financial management and fund accounting.
2. Bachelor's degree in Accounting preferred.
3. A background in Medicare/Medi-Cal funding is preferred.

PRE-SCREENING REQUIREMENTS:

1. Requires clearance of a DOJ and FBI criminal history background check.

JOB SKILLS:

1. Ability to prioritize work and meet high-level of reporting and accounting deadlines. Ability to prepare accurate reports and meet required deadlines.
2. Demonstrates knowledge of financial skills through accounting, budget development, and an aptitude to create a variety of analytical reports and audits.
3. Ability and technical skills to review, accurately analyze, and make recommendations regarding financial reports as necessary.
4. Demonstrates strong oral and written communication skills to convey information effectively and sound listening skills to receive directions.
5. Maintains a positive attitude and balance in relationships with others. Exhibits patience and compassion in work with participants.
6. Proven experience and knowledge of computer software programs, including Microsoft Office, and various accounting software platforms.

SUPERVISORY REQUIREMENTS:

1. This position has no Supervisory requirements.

PHYSICAL REQUIREMENTS:

1. Physical abilities sufficient to move between different staff work areas, communicate with co-workers and the public, operate a computer, produce reports, talk on the telephone, and travel to other agency worksites.

ANALYSIS OF PHYSICAL DEMANDS:

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs.			X			Reach over shoulder			X		
11-20 lbs.		X				Reach over head			X		
21-50 lbs.		X				Reach outward			X		
51-100 lbs.	X					Climb	X				
Over 100 lbs.	X					Crawl	X				
						Kneel		X			
Pushing/Pulling						Squat		X			
Under 10 lbs.			X			Sit					X
11-20 lbs.		X				Walk-Normal Surfaces				X	
21-50 lbs.		X				Walk-Uneven Surfaces			X		
51-100 lbs.	X					Walk-Slippery Surfaces			X		
Over 100 lbs.	X					Stand			X		
Other						Driving					
Keyboard/Ten Key					X	Automatic Trans			X		
Fingering (Fine dexterity)					X	Standard Trans	X				
Handling (grasping, holding)					X						
Repetitive Motion-Hands					X						
Repetitive Motion-Feet		X									

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.

The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable federal or state law.

Employee Signature

Date