



Central California Food Bank Job Description

Job Title: Finance Analyst
Reports To: Director of Finance
Compensation: \$26.00 per hour
FLSA Status: Non-Exempt

POSITION SUMMARY

The Financial Analyst will provide analysis support to Finance and Leadership Teams, including providing analysis of revenues and expenses compared to forecasts. The Financial Analyst will support the organization by maintaining a working knowledge of the reporting capabilities of various systems and will participate in activities to upgrade or enhance those systems. All responsibilities shall be consistent with Community Food Bank's mission to lead the fight against hunger.

The following is a list of major duties and responsibilities for this position. It is not all-inclusive. Other duties and responsibilities may be added as needed and, in addition, management as appropriate may modify this job description.

Essential Duties and Responsibilities

- Lead and coordinate all revenue analysis and reporting activities, including regular, ongoing or special reports:
 - Build necessary weekly, monthly, and annual reports comparing revenue to budget and prior periods.
 - Develop analyses of mailings, events, other fundraising activities comparing actual to expected results.
- Understand and utilized key systems used in the organization to support analysis activities:
 - Understand Ceres and utilize the reporting capabilities.
 - Increase productivity by developing automated reporting applications.
 - Coordinate information requirements for regular, ongoing reports.
 - Develop strategies for, and participate in planning and execution of future upgrades and technology enhancements.
 - Assist the Leadership Team to establish parameters for new programs/initiatives, including the development of performance metrics for effectiveness and impact. Assist department leaders in the implementation of systems resulting from strategic decisions.
- Provide analysis support to forward the Finance teams goals:
 - Help load budgets and transaction information into Ceres.
 - Provide monthly analysis of actual vs. budgeted expenses.

- Improves financial status by analyzing results, monitoring variances, identifying trends and recommending actions to management.
- Assist Director of Finance in preparation for year-end audit.
- Monitoring of accounting reconciliations and procedures, including internal controls.
- Monitoring of inventory process and control, including weekly, monthly, and year-end physical count.
- Understand and utilize reports to assist in tracking expenses against grants and to assist in the grant proposal and reporting process.
- Responsible for accurately preparing, reviewing, and posting journal entries and well as keeping updated account reconciliations in accordance with GAAP.
 - Assists with all month end procedures to ensure timely closing.
 - Investigates discrepancies and reports to the Director of Finance.

Minimum 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 will be made in accordance with the ADA to enable individuals with disabilities to perform the essential job functions.

- Bachelor’s Degree or equivalent in experience in accounting, finance, business or a related field.
- Experience in accounting related duties with emphasis on month end close.
- Ability to effectively communicate (written and oral) and work well with a variety of stakeholders from different socioeconomic and cultural backgrounds
- Strong computer skills (word processing, spreadsheet, email)
- Must have valid CA driver’s license with good driving record
- Ability to adapt to quickly changing business environment including learning and applying new training and knowledge
- Demonstrated ability to problem solve, analyze data, make good decisions, and attend to details
- Must be insurable by CFB company vehicle insurance provider

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations will be made in accordance with ADA to enable individuals with disabilities to perform the essential job functions.

This position is located at a warehousing/distribution facility. With warehouse and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings, events, and to run errands; must be able to attend work on a daily basis as scheduled.

Community Food Bank is an at-will employer. This means that employment can be terminated at-will

by the company or employee and such termination can be made with or without notice.

Community Food Bank is an Equal Opportunity Employer

Community Food Bank is a proud member of Feeding America.