

**Finance & Grants Analyst
Finance Department**

Overview:

Launched in 1983 as Public Interest Projects, a 501(c)(3) public charity, NEO Philanthropy is a New York based national leader in innovative philanthropic solutions. We lead large-scale collaborative grantmaking funds on a range of social justice issues, provide fiscal sponsorship and management to projects and campaigns, manage donor advised funds and develop organization and field-focused capacity building initiatives.

Position:

Reporting to the Senior Finance Manager and Chief Financial Officer (CFO), the Finance & Grants Analyst is responsible for the financial reports of NEO's funds and projects, including collaborative funds, fiscal sponsorship projects, donor service/ special projects and other projects. This position will assist the Senior Finance Manager and CFO with managing all phases of NEO's budgeting process. He/She will work very closely with the members in the Finance, Fiscal Sponsorship, and other program departments. In particular, this position is highly engaged and involved with the Fiscal Sponsorship (FS) and Donor Services/ Special Project (DS) team to meet the budgeting and reporting needs of the team.

Responsibilities:

Financial Reporting

- Assist with preparation of monthly financial reports for NEO's funds and fiscally sponsored projects, including budget to actual reports, general ledger detail reports, and other schedules.
- Assist with preparation of financial documents for grant reports, including interim and final financial reports.
- Deliver high-quality financial reports and statements in an accurate and timely manner.
- Work with program staff from other departments to address finance related questions and concerns, respond to inquiries and provide additional financial data in a timely manner.
- Prepare ad hoc financial reports (cash flow, grant reconciliation, etc.) as needed.
- Help maintain custom reports settings and report queues in the finance and accounting system.
- Prepare correcting GL journal entries as needed.
- Support staff and assist with providing training on financial reporting and Fund EZ, including preparation of documentation and training materials.

Budgeting

- Assist with NEO's annual budgeting process and periodic budget modification processes.
- Support staff and assist with providing training on annual budget and budget modification processes.
- Upload and maintain budgets to NEO's financial system.
- Assist with the collection of revenue projections from program staff on a quarterly basis and preparation of organizational revenue projections.

Systems & Data

- Support staff and assist with providing training on correct data entry and record management in Grants Management System (Salesforce).
- Create and run ad hoc reports in Grants Management System (Salesforce) as needed.

Other Responsibilities

- Assist with NEO's annual charitable registration process.
- Provide coverage and backup for other Finance Team members as needed.
- Other duties, or special projects as assigned by the Senior Finance Manager and CFO.

Desired 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.

- Bachelor's Degree in Business, Accounting or Finance or a Bachelor's combined with relevant work experience in Business, Accounting, or Finance required.
- At least 2 years of budgeting and financial reporting experience required.
- High proficiency in Excel required.
- Knowledge of accounting principles and practices required, preferably in the nonprofit context.
- Detail-oriented ability to work with financial data, spot trends, and ensure accuracy.
- Strong analytical skills are essential.
- Strong oral and written communication skills are essential.
- Ability to work on multiple projects successfully, while maintaining collaborative relationships with other departments.
- Knowledge of nonprofit grant accounting and reporting (pre & post award) preferred.

How to Apply:

No calls, please. Interested applicants should send a resume and cover letter with salary requirements to: jobs@neophilanthropy.org. Salary is commensurate with experience.

Application Deadline: Until filled.

Hiring Policy: NEO Philanthropy is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity or any other legally protected status.

Only those whose applications are being considered will be contacted.