



Position: Financial Analyst
Department: Finance
Reports to: Manager – Financial Planning & Analysis
Salary: D.O.E.
Status: 100%, Full-Time, Exempt, Confidential
Probation: 180 Days
Benefits: Medical, Dental, Vision, Life Insurance, Long Term Disability, Employee Assistance Program and a 403b Retirement Plan

JOB SUMMARY:

The Financial Analyst, working under the direction of the Manager of Financial Planning & Analysis, participates in a wide variety of financial and accounting projects and tasks, including budgeting, financial planning and analysis, forecasting, process evaluation and improvement, cash management, policy and procedure improvement, and General Ledger analysis and review.

ESSENTIAL FUNCTIONS:

- 1) Work closely with program directors, managers and staff to ensure smooth and accurate financial operations;
- 2) Track, analyze and report revenue and cost trends with recommendations for improvements;
- 3) Assist operating departments to improve financial and administrative processes, improve accountability, maximize revenue, control expenses and provide timely, accurate and meaningful financial information;
- 4) Provide support to the CFO, Manager of Financial Planning & Analysis, Controller and other members of the Finance Staff in the monthly general ledger closing process;
- 5) Provide monthly financial variance reporting;
- 6) Facilitate the purchasing process including Requisition and Purchase Order approvals;
- 7) Assist in cash flow forecasting;
- 8) Contribute significantly to all processes to achieve a timely and accurate monthly close, sound financial controls and to provide meaningful information to senior management and the Board of Directors;
- 9) Work with the Development Department to provide financial support for grant applications and grant reporting;
- 10) Undertake special projects, including cross-training, as requested by the Manager of Financial Planning & Analysis;
- 11) Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) 6-8 years of work experience or equivalent education in Business Administration, Finance or Accounting;
- 2) CPA, or CPA candidate preferred;
- 3) Demonstrated ability to meet deadlines in a fast-paced environment;
- 4) Strong knowledge of Generally Accepted Accounting Principles (GAAP) and financial analysis ratios and tools;
- 5) Self-starter capable of working with minimal supervision and willing to work evenings and weekends when necessary;
- 6) Proven abilities to analyze, develop and implement successful solutions to challenges facing the Center;
- 7) Proven focus on superior internal and external customer service;
- 8) Advanced computer skills including Excel (e.g., Pivot tables, VLOOKUP), accounting systems, particularly Microsoft Dynamics; Word, Power Point, Access database and other database systems;
- 9) Strong verbal and written communication skills, including strong interpersonal and organizational skills;
- 10) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;
- 11) A passion for the Center's work and its mission to make the world a better place for LGBT people.

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

E-mail resume and cover letter as a word attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org
Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028