



POSITION DATA

JOB TITLE: Financial Analyst
DEPARTMENT: Finance
REPORTS TO: Senior Vice President of Finance and Budget

POSITION OVERVIEW

The Financial Analyst will have a key role in assessing operating plan impacts on the current and projected finances of the organization by ensuring that senior management decisions are backed by robust data analysis. The Analyst's work will provide the foundation for budgeting and strategic planning for the future operations informed by historical results, current conditions, and projected operational changes.

The Financial Analyst will report to the Senior Vice President of Finance and Budget.

ESSENTIAL FUNCTIONS

- Under the SVP of Finance and Budget's direction, masters and maintains the existing financial models for operating and capital expenses, including mid-year reforecasts.
- Under the SVP of Finance and Budget's direction, works with management from across the organization to verify key assumptions and expand data inputs considered to continually enhance and extend financial models.
- Under the SVP of Finance and Budget's direction, works with departmental management and finance staff to produce annual departmental budgets, create tracking mechanisms and perform revisions, as required.
- Oversees budgeting system including management of day-to-day operations, system improvements and implementation, documenting processes & procedures, creates and performs regular staff trainings, and contract management.
- Creates and circulates monthly budget vs. actual reports to management.
- Analyzes variances in actual vs. projected amounts, communicates such variances to the SVP of Finance and Budget, communicates with department management to document drivers, and updating financial models and reports, as appropriate.
- Performs ad hoc modeling in support of cross-departmental efforts such as scenario planning, labor and fringe analyses.
- Performs P&L variance analyses, as needed.
- Provides grant support including producing budget summaries and allocation of budgeted expenses.
- Prepares presentations and materials for the Buildings, Finance & Investment Committee and other audiences, as requested.
- Reviews and approves procurement justification memos and confirms budget capacity.

- Assists in annual insurance renewal process, as needed.
- Other projects as assigned.

VOLUNTEER REQUIREMENT

- Participates in the Annual 5K Fundraiser and September 11th Commemoration, as assigned.
- Assists with other special projects and events in support of all 9/11 Memorial and Museum, as assigned.

QUALIFICATIONS/SKILLS REQUIREMENTS

- Bachelor's degree in finance, economics, accounting or related field required
- Minimum 3 years' experience in financial analysis preferred
- Highly collaborative and hands-on experience, ability to work independently with staff across the organization to support financial planning and analysis
- Highly detail-oriented, organized, self-motivated problem solver with the drive to explore iterative avenues of analysis
- Demonstrated record of outstanding quantitative and analytical skills
- Proficient in Microsoft Office Applications
- Advanced Excel and PowerPoint skills needed, as well as experience with financial systems. Experience with Financial Edge and Vena Solutions preferred
- Proven ability to effectively prioritize workload and execute deliverables in a fast-paced environment
- Able to use discretion and maintain confidentiality
- Professional and flexible manner

HOW TO APPLY

- Include job title in the email subject field.
- Please indicate the location where job posting was seen.
- Please submit a resume to 911mmfinancejobs@911memorial.org
- Please visit our website at www.911memorial.org.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices and group conference rooms. The noise level in the office environment is usually low. Employee will be required to comply with organizational Health and Safety Plan. Minimal travel is required

- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business- related duties as assigned by the supervisor or other management.
- The organization reserves the right to change, modify, or reassign job responsibilities, duties and scheduled work hours as per business needs.
- This document is a communication tool and not intended as a written or implied contract of employment.