

**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 Manager of Finance & Grants 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 services, and other projects. This position will assist the Manager of Finance & Grants and CFO with managing all phases of NEO's budgeting process. He/She will work very closely with the members in the accounting team, fiscal sponsorship, donor services and other program departments. In particular, this position is highly engaged and involved with the fiscal sponsorship and donor services teams to meet their budgeting and reporting needs. This position enjoys exposure to many aspects of nonprofit finance due to the diversity of NEO's funds and projects, whose focus areas range from civic engagement to racial equity to reproductive rights. Additionally, NEO and the Finance Department provide a supportive and collaborative work environment with opportunities for growth due to the small core team.

Responsibilities:

Financial Reporting

- Assist with preparation of monthly financial reports for NEO's funds and projects, including budget to actual reports, general ledger detail reports, encumbrance reports, and other schedules.
- Assist with preparation of financial documents for grant reports, including interim and final financial reports, which are submitted to funders.
- Deliver high-quality financial reports 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 monthly/or quarterly basis and preparation of organizational revenue projections for review by the CFO and Board of Directors.

Systems & Data

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

Other Responsibilities

- Provide coverage and backup for other Finance Team members as needed.
- Other duties or special projects as assigned by the Manager of Finance & Grants 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 1-2 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.

Compensation:

Salary range for this position is \$60,000 to \$68,000 per year, depending on experience. NEO provides generous benefits, which includes medical, dental, vision, life, long term disability, and pet insurance. We also administer FSA, Commuter benefit, and 401k retirement plans and have generous Paid Time Off and an Employee Assistance Program (EAP).

Position Basis: Full-Time, overtime-exempt

How to Apply:

Interested applicants should send an application that includes a resume, cover letter, and pay requirements to: jobs@neophilanthropy.org. Please include “Financial Analyst – [name]” in the subject of your email. No phone calls please.

Start date: As soon as possible. Applications will be considered on a rolling basis.

Location:

This position is normally based out of our New York City headquarters. However, NEO Philanthropy will be working remotely from home until at least the end of the year due to the Coronavirus pandemic. The Analyst will likewise work from home for now and is expected to begin working out to the NYC headquarters once the organization returns to the office.

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. No phone calls please.

NEO Philanthropy Careers:

NEO Philanthropy is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NEO Philanthropy's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.