

Financial Planner & Analysis

I. INTRODUCTION

This position is for a Financial Planner and Analysis is under the Human Resources Director and responsible for the Company's Budget and Departmental Budget Compliance. Duties shall include, assisting program directors with the development of budgets, budget proposals, funding requests, purchasing, and records management that supports each program and department as detailed in the Vortex Endurance Youth Outreach organizational structure.

II. MAJOR DUTIES

Collaborate with sub-committee executives and program directors to develop, maintain and improve program budgets, budget proposals and funding requests supporting departmental projects.

Advise Program Directors on the mechanics of proper correspondence and budget formatting and procedures. Reviews all incoming budget requests, departmental budget proposals and expenses and ensures submissions are in compliance with company regulations and policies.

Coordinates quarterly budget meetings and conferences with the subcommittee executives and monthly with program directors. Establishes funding priorities, methods and procedures to ensure adequate funding is allocated for the sustainment of each program and program research and development.

Responsible for the semi-annual and annual company budget audits to include company expenses, project sustainment and development costs, monthly and quarterly expenses, tax records and payroll.

Estimates and forecasts company, departmental and program financial needs and helps to identify near, mid and long term departmental program goals and operating risks.

The incumbent is responsible for the timely preparation and submission of all budgetary reports which are submitted mostly in excel spreadsheet format.

Work in collaboration with each program director and provides and enforces budgetary oversight to include measures to assess cost efficiency, projected program sustainment expenses and developmental expenses.

III. KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of the basic principles, concepts, and methodology of the duties, priorities, commitments, and program goals of Vortex Endurance Youth Outreach.

Performs non routine assignments such as summarizing budgetary information from financial files and documents which requires recognizing which information is or is not relevant to each program and company vision.

Knowledge of policies and methods, and procedures to human resources and financial management. Skill in applying conventional methods used to gather, compile, and assess information (e.g., budget data, payroll and performance evaluation) draw conclusions, and recommend appropriate action.

Knowledge of bookkeeping and basic human resourcing and accounting technology as it relates to budget administration and accounting procedures. Knowledge of various financial codes and procedures to ensure obligations and expenditures are properly recorded and to initiate various correction transactions into the accounting system records.

Knowledge of the rules, regulations, policies, priorities, special interests, etc. of organizational functions and procedures of company departments and perform advisory and liaison duties between each department. Ability to recommend change and to develop and implement procedures and office practices.

Knowledge of budgeting terminology, formatting and procedures to process requests both oral and written as well as prioritize and assign to the appropriate programs department.

Knowledge of English grammar, spelling, punctuation, basic arithmetic, and the ability to communicate orally and in writing using the English language.

Skills in operating/using a word processing program, calculator and knowledge of Microsoft computer based software applications to perform administrative duties (i.e. spreadsheets, database, or presentation applications, Local Area Network (LAN),).

Ability to maintain a comprehensive file system that is subject to quarterly audits in accordance with company policy. All files containing company financial expenses, revenue and tax records which are to be safely kept under lock and key and have controlled access.

IV. SUPERVISORY CONTROLS:

The incumbent works directly under the supervision of the Human Resources Director who sets the overall objectives. All duties are planned and accomplished

independently without specific instruction or guidance. Handles standard and emergency budgetary matters and prioritizes and resolves problems and occurrences originating from within and outside the company to include each program. Determines methods to use and approaches to be taken based on established instructions, policies, commitments, etc. Completed work is evaluated for adequacy, appropriateness, and conformance to established policy.

V. GUIDELINES:

Guidelines include but are not limited to administrative, financial, and general program guides, regulations, instructions, office procedures; dictionaries and English reference guides and software manuals, such as those pertaining to correspondence formats applicable to company administration. The employee exercises judgement independently in applying the guidelines or extending their applicability to situations not specifically covered; uses guidelines as the basis for making procedural deviations from established methods; or otherwise adapts guidelines when judgement is exercised based on an understanding of the intent of the guidelines and reacting accordingly. The incumbent analyzes results and recommends changes.

Guidelines include established policies, procedures and instructions of the Human Resources Director , sub-committee executives, company leadership and higher authority. Incumbent uses judgment in selecting guidelines for application to individual program research and development. Guidelines may also include oral instructions and developmental of standard procedures. Judgment is required in the selection and interpretation of regulations, rules and policies. In the absence of written guidelines, refers the problem to the Human Resources Director

VI. COMPLEXITY:

The work involves a wide range of functionally budget, financial and administrative duties to include: Budget Development, Prioritizing and Approval of Company and Program Budgets, Financial Records Management and Administrative duties for the department that are typically required to accomplish work of the office. The work includes various duties involving different and unrelated steps, processes, and methods to provide assistance to the Human Resources Director. The incumbent plans, organizes, and directs all practices, administrative procedures, and financial procedures used by the Human Resources Staff to ensure consistency and compliance with accepted policies and regulations. Develops and implements new financial and administrative processes and procedures.

The work involves different and unrelated guidelines and processes based on incumbent's knowledge of the duties, priorities, commitments, policies, and program goals of the company. These decisions involve analysis of the subject, phase, or issues involved in many individual situations.

VII. SCOPE AND EFFECT:

The purpose of the work is to plan and prioritize company funds to sustain existing programs and support the improvement and development of future programs. To improve the efficiency and productivity of the various outdoor programs and the staffing and financial administrative support. The work contributes to the effectiveness and efficiency of maintaining program consistency and improvement to meet the individual demands of those admitted into the program. To ensure and sustain a workforce consisting of qualified personnel who are compensated based on experiences, performance and program contribution. Incumbent identifies and resolves various budget matters that affect the orderly and efficient processing of all company and departmental budgets and financial records management and for the company. The work affects the ability of the professional staff to give more time and attention to complex, higher-level professional responsibilities and attention to program refinement and advancement in order to better tailor to the needs of clientele.

VIII. PERSONAL CONTACTS:

Contacts, personal and telephone, are with various programs managers on a routine and regular basis as well as sub-committee executives and senior company leadership as deemed necessary in the performance of daily duties.

IX. PHYSICAL DEMANDS:

Work is sedentary, however, walking, bending, climbing stairs and carrying of light objects (books, binders, score cards, etc.) are required. Ability to lift and carry weights not to exceed 30lbs.

X. WORK ENVIRONMENT:

The work is performed in an office setting which is adequately established with office equipment, supplies and furniture.

XI. Salary/Compensation Range

Annual salary is based on qualifications across all position specific Knowledge, Skills and Attitude (KSA) and range from a baseline of \$49,000 to a high of \$86,000 with an average annual salary of \$63,000.

References

Society for Human Resource Management. (2008). HRs Evolving Role in Organizations and Its Impact on Business Strategy. Retrieved from https://docuri.com/download/hr-role-in-organizations_59a8da41f581719e12aee14c_pdf

Financial Planning Analysis Salary. (2020, May 29). Retrieved from https://www.payscale.com/research/US/Job=Financial_Planning_Analyst/Salary