

Financial Analyst

OLV Charities

POSITION SUMMARY:

The Financial Analyst oversees, processes, and analyzes all of OLV Charities' daily cash receipts from both donors and customers. Banking is a key driver for this role as it is responsible for all aspects of banking deposits including incoming ACH funds as well as OLV Charities initiated deposits. This position also prepares and posts the daily deposit activity into the general ledger system after reconciling to the bank and Blackbaud (donor management system) along with analyzing underlying donor documentation to ensure restricted donations are accurately accounted for. A record of deposit must be accurately maintained and reconciled daily to ensure all cash activity agrees to underlying source documentation which would be utilized to generate a working cash flow forecast for use by the CFO. This position is the primary back-up for the Data and Analytics Manager as it pertains to the maintenance and utilization of the Donor Data Management application (Blackbaud NXT). Additionally, this role is fully responsible for all accounts receivable activity including processing and distributing accounts receivable invoices to customers, managing outstanding invoices, and depositing funds once received.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for daily banking including cash counts, direct deposits, positive pay files, resolve deposit adjustments, process NSF returns, remote deposit for accounts receivable collections, and ensuring mail deposits reconcile to Blackbaud accurately and are uploaded to the bank and Blackbaud timely.
2. Accountable for all accounting work needed to ensure cash into the organization is processed with accuracy and in an efficient and timely manner, all while adhering to the organization's policies and procedures.
3. Assist in developing and maintaining an organization-wide weekly cash flow forecast for use by the CFO and Controller.
4. Analyze all donor revenue deposits for accurate fund coding to ensure incoming revenue is recorded to the proper Fund and includes the necessary level of restrictions.
5. Primary point of contact between the finance department and the facilities department to coordinate outgoing customer invoices.
6. Accurately process, print, deliver and reconcile monthly Accounts Receivable invoices and payments by the 15th of every month with minimal errors. Post AR payments ensuring timely collection of payments. Research and coordinate directly with clients with non-payment cases.

7. Produce and print monthly service logs for client billing by the 13th of every month, dependent on receipt of logs from Directors. As well as monthly summary of Labor hours for support departments to Controller/CFO for approval.
8. Perform timely reconciliations of all OLV Charities pass-through accounts to ensure the timely invoicing of external vendor charges through to the final customer.
9. Review each monthly contractual billing to ensure all service agreements are accurately billed through to the customer and any contract amendments or new contracts issued are billed accordingly.
10. Monitor and maintain client billing records within the general ledger so that it adheres to the service contracts for each client (e.g. tracking renewal dates, minimum essential services, rate increases and added services).
11. Produce monthly AR aging and audit schedules for all revenue accounts, including applicable analysis, to ensure commentary surrounding aged receivables and monthly revenue trends are conveyed to CFO & Controller.
12. Take the lead on properly reviewing the monthly facilities billing prep file to ensure accurate invoices are distributed to customers. Prepare the related upload to ensure all invoice activity and related revenue is accurately captured in the general ledger system
13. Primary backup to the Data and Analytics Manager as it pertains to the management and utilization of the Donor Data Management application (Blackbaud NXT).
14. Cross-trained to serve as direct back-up to the accounts payable function.
15. Handles special projects and all other finance-related duties as requested.

SKILLS

1. Strong skills in Microsoft Outlook, Excel, and Word.
2. Ability to utilize various software applications including demonstrated database management experience.
3. Skilled at providing excellent customer service, assessing needs, providing timely assistance and solutions to others with professionalism and diplomacy.
4. Ability to work with and maintain strict access to confidential and sensitive information.
5. Ability to effectively prioritize, be attentive to details, and organize work to meet deadlines.
6. Ability to respond to requests in a timely and professional manner.
7. Ability to take initiative and problem solve issues creatively and independently.
8. Possesses strong verbal and written communication skills.
9. Ability to translate reports into meaningful management reports for any user level.
10. Experience with efficiently handling a moderate volume of cash transactions for deposit.
11. Deadline oriented with an ability to handle multiple priorities.
12. Ability to demonstrate OLV Charities' values and mission.

EDUCATION AND EXPERIENCE

1. Three to five years' experience in accounting, cash management, accounts receivable billing, and/or database management required.
2. Bachelor's Degree in Accounting or Business required.
3. Experience working with Microsoft Outlook, Word, and Excel required.

Pay Range: Grade L: \$32.97 - \$38.46; based on skills and experience

Email resume and cover letter to: olvc-careers@olvcharities.org

Or send cover letter with resume to:

OLV Charities
Human Resources Department
780 Ridge Road; Lackawanna, NY 14218