

Senior Financial Planning Analyst OLV Charities

POSITION SUMMARY:

The Senior Financial Planning Analyst is responsible for creating, updating and maintaining financial models and detailed forecasts of OLV Charities' support service operations. Leads all organizational financial analyses, budget preparation, and contract costing and development across the fundraising, facilities, and other support services departments. Serves as the manager for all accounting and financial reporting activity at the Our Lady of Victory National Shrine parish including supervising Rectory Finance Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible to create, update and maintain all financial models and detailed forecasts associated with OLVC's support service operations. Analyzes and clearly communicates to upper management and CFO effects of changes on all models and forecasts.
2. Assists the CFO with the creation and updates of all service contracts, ensuring that customers' needs are accurately defined, priced/costed, and the contracts meet all legal compliance requirements to minimize risk for OLVC.
3. Utilizes the actual versus the contractual data to inform budgets and staffing patterns. Ensures proactive communication is provided to the CFO in the event of negative variance occurrences. Ensures that support service management is provided with up-to-date capacity data and issues within their responsibility.
4. Functions as the liaison between the facility software application and the general ledger to ensure translations between service and billing are accurate, timely, and usage is maximized.
5. Works closely and collaboratively with the support directors to provide variance analysis to explain differences in performance and assists support departments in developing improvements going forward. Provides considerations and leads the creation of multi-year financial forecasts on an ad-hoc basis.
6. Leads the compilation and analysis of the annual operating budget for OLV Charities, including all statistics, assumptions, and incorporation into the general ledger. Ensures the board's approved budget is entered and maintained in the GL software accurately.

7. Manages the direct mail appeal costing process including calculating, recording and reporting on the key data points relied upon by fundraising personnel. This responsibility includes preparing appeal-related SOP 98 reports for use in a monthly allocation entry material to financial reporting.
8. Supervises the Rectory Staff Accountant for Our Lady of Victory National Shrine Parish to ensure all responsibilities of this position are completed timely and accurately. This includes the completion and/or review of various reconciliations and schedules to aid the staff with day-to-day business and accounting operations of the Parish.
9. Assists in the compilation of the Our Lady of Victory National Shrine Parish monthly financials in addition to leading the year end Diocese of Buffalo annual report filing.
10. Leads the compilation and analysis of the annual operating budget for Our Lady of Victory National Shrine Parish including potential operational grant funding calculation.
11. Primary backup for the Rectory Staff Accountant.
12. Manage relationships with external entities including support services software vendors, support service customers, attorneys and auditors.
13. Performs all other related duties and functions as assigned by the CFO.

SKILLS

1. Highly analytical and detail oriented, creative problem solver to interpret data and transform it into valuable information for management.
2. Understanding of all aspects of cost accounting, financial reporting, allocating costs by functions, and providing auxiliary services.
3. Knowledge of nonprofit best practices for internal controls and compliance.
4. Ability to identify ways to improve efficiency and control costs.
5. Proficient in Microsoft Office products, Outlook, Word, Excel and Power Point.
6. Strong communication skills and ability to develop key internal partnerships.
7. Self-motivated and highly skilled at working with multiple systems and applications.
8. Must have the highest integrity, be diplomatic, and possess sound judgment while demonstrating OLV Charities' values and mission.
9. Collaborative leadership style with the ability to motivate and inspire others.
10. Skilled at providing clear, timely feedback to others and coaching for performance results.

11. Ability to manage direct report(s), monitor and assess job performance.

EDUCATION AND EXPERIENCE

1. Bachelor's degree in accounting or finance required.
2. CPA or CMA preferred.
3. Master's degree in accounting or finance preferred.
4. 5+ years of progressively responsible experience in public accounting, or equivalent not-for-profit accounting and or contract management and financial planning and analysis required.
5. Supervisory experience required.

Pay Range: \$80,000-\$86,000/year 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