

Associate Director, Financial Planning & Analysis OLV Charities

POSITION SUMMARY:

The Associate Director is responsible to create, update and maintain financial models and detailed forecasts of OLVC's support service operations. Functions as the liaison with the IT and Facility software applications to ensure translations between service and billing are accurate, timely, and usage is maximized. Maintains the creation and updates of all service contracts, ensuring that customer needs are accurately defined, priced/costed, and the contracts meet all legal compliance requirements. Utilizes the actual versus contractual data to inform budgets and staffing patterns. Provides executive leadership with internal reports to inform strategic planning. Provide variance analysis to explain differences in performance and assists support departments in developing improvements going forward. Provides considerations for the support areas to expand or grow if appropriate, generating three to five year financial forecasts.

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. Maintains 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 leadership 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. Provides executive leadership with internal reports to inform strategic planning on a quarterly basis by the 20th of the month following the close of the quarter.
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 for the support areas to expand or

grow if appropriate, generating three to five year financial forecasts on an annual basis in line with the budget completion schedule.

6. Manages relationships with external entities including support services software vendors, support service customers, attorneys and auditors.
7. Supervises the General Analyst to ensure all responsibilities of that position are completed accurately and timely.
8. Ensures that all costing templates are maintained and up to date with current departmental costs and structures. Creates and documents cost standards for material and labor. Collaborates with the Controller to ensure the costing attestation required by OLVHS is completed timely for the audit process.
9. Takes the lead in the planning, compilation and analysis of the annual operating budget for Our Lady of Victory Homes of Charity, including all statistics, assumptions and incorporation into the general ledger. Ensures board approved budget is entered and maintained in the GL software accurately. Assists the support departments in particular with generating timely and accurate budgets within the scheduled timeframes.
10. Performs all other related duties and functions as assigned by the CFO.

SKILLS

1. Highly analytical and detail oriented, creative problem solver.
2. Ability to analyze/interpret data and transform it into information valuable to management.
3. Understanding of all aspects of cost accounting, financial reporting, allocating costs by functions, and providing auxiliary services.
4. Knowledge of nonprofit best practices for internal controls and compliance.
5. Strong understanding of organizational transaction processes to facilitate optimization.
6. Ability to identify ways to improve efficiency and control costs.
7. Proficient in Microsoft Office products, Outlook, Word, Excel and Power Point with advanced skills in F9 Excel reporting.
8. Strategic Planning Skills.
9. Strong ability to develop and maintain key internal partnerships and skilled at mediation, i.e. high quality communication skills.
10. Self-motivated and highly skilled at working with multiple systems and applications.

11. Must have the highest integrity, be diplomatic, and possess sound judgment.
12. Collaborative leadership style with the ability to motivate and inspire others.
13. Ability to manage and bring about change.
14. Skilled at providing clear, timely feedback to others and coaching for performance results
15. Ability to set and communicate expectations, assist with setting performance goals, holding direct reports accountable to outcomes.
16. Ability to manage direct report(s), monitor and assess job performance.
17. Skilled at interviewing and selecting talent.
18. Ability to take initiative and problem solve issues creatively and independently.
19. Ability to demonstrate OLV Charities' values and mission.

EDUCATION AND EXPERIENCE

1. Bachelor's degree in accounting required
2. CPA or CMA required
3. Master's degree in accounting strongly preferred
4. 10+ 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. Minimum 3+ years' experience in cost accounting and analysis required
6. Minimum 5 years of non-profit management accounting required
7. 3-5 years in financial accounting as a supervisor required

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

Or send cover letter with resume to:

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