



nextcorps

Position Description

Financial Analyst

The Financial Analyst is responsible for assisting with monthly financial close, budgets, audit and grant reporting. The position may include a role providing basic accounting support to some clients of NextCorps business incubators.

Essential Functions

- Assemble accurate and timely financial and operational performance data
- Prepare periodic performance reports for assigned programs to grant sources (NY State, etc.)
- Assist with monitoring Grant and contract compliance
(Luminate 15%, MEP – 10%, Corp- 45%)
- Assist with completing new Grant proposals
- Assist Program Managers with performance data and prepare reports as requested based on defined goals
- Assist with annual budget process, analysis, and details
- Support accounting policy creation, documentation, and implementation
- Assist with annual audit and ensuing tax returns
- Assist with Accounting system selection and

Marginal Functions

- Provide support at major NextCorps events
- Provide backup for other team members

NextCorps, Inc. Relationships

Reports To: Managing Director, Finance & Administration

Supervises: None

Coordinates With: All Staff

Requirements

Skills

- Highest ethical standards.
- 5+ years experience in financial reporting
- Excellent written and verbal communication skills in English
- Self-sufficient in Microsoft Office and general computer use
- Strong technical competency in QuickBooks and Excel

- Demonstrated ability to work independently
- Attention to detail
- Flexible, able to work occasional overtime when requested
- Familiarity with federal and state grant reporting, desired
- Not-for-profit experience, desired

Education

- Bachelor's degree (preferably in accounting) required

Physical Requirements

- Ability to lift 20 lbs.

Position Details

Location: Sibley NV

Compensation: Salary Range - \$60,000 - \$70,000

Work Schedule: Full-time (40 hours)

Important Note

NextCorps, Inc. reserves the right to modify, interpret, or apply this position description in any way the company desires. This position description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This position description is not an employment contract, implied or otherwise. The employment relationship remains "at-will".

Qualified employees who, because of a physical or mental impairment that significantly limits a major life activity, require a reasonable accommodation to perform the essential functions of this position should notify their manager.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

To apply for this position:

Please email your resume and cover note/letter to: resumes@nextcorps.org with "Analyst" in the subject line. All applications are due by **5pm on Monday, February 25, 2019**