

Budget Analyst

Apply Here: <https://secure4.saashr.com/ta/6155635.careers?ShowJob=352613849>

Location:

1225 South Weller St. Suite 510

Seattle, WA, 98144

United States

Base Pay: \$26.13 - \$30.52 / Hour

Employee Type: FT Non-Exempt

Job Category: Administration, Regular , 40 hours per week, 12 months per year

Having trouble completing your application? For support, please call (206) 461-8430 or by e-mail to nhjobs@nhwa.org.

Due to COVID-19, this job will be fully or partially remote until further notice. If meeting a client in person or coming into any of our physical offices, safety protocols must be followed.

Closing Date: October 6th, 2020, or until filled

Reports To: Senior Accountant - Budget Manager

Scope

In support of the mission of the Education and Community Services Department (ECS) and in partnership with program managers, the Budget Analyst will perform continuous program budget monitoring, develop program budget scenarios to address additions or reductions in grants revenues, analyze program expenditures, develop contract and grant budgets. The Budget Analyst will also assist in the development of the Agency Budget.

At Neighborhood House we have a deep commitment to our employee's and client's diverse experiences and backgrounds that guides our work for a more equitable future. We are seeking a team member that represents our dedication to service, equity and inclusion, to join our diverse team.

Responsibilities

- Work with the Budget Manager, Finance Director, ECS Directors and ECS managers in developing the agency annual budget, with a primary focus on the ECS department.
- Work with the ECS Managers to complete grant budgets and ensure timely submission to funders.
- Monitor program expenditures to ensure programs are not exceeding their budget.
- Develop and refine budgeting tools and systems in collaboration with the Finance Director, Budget Manager, and ECS Director for accurate budget development and ongoing management, analysis and monitoring.
- Provide in-house expertise and technical support to end-users on budget monitoring and developing tools for staff to monitor themselves.

- Employ cost-benefit analysis to review financial requests, assess program tradeoffs, and explore alternative funding methods.
- Evaluate the financial performance of programs, and recommend adjustments.
- Provide training regarding budget procedures, as needed.
- Respond to data requests from staff for information on their program spending.
- Assist the Accounting department in reviewing general ledger entries and posting sessions.
- Perform other duties as assigned.

Qualifications

Minimum Qualifications

- Bachelor's Degree in Accounting, Business, Public Administration, Non-Profit Management, or related field and at least 2 years of relevant experience in budgeting or grants management or equivalent combination of education and experience (with Department Director's approval). Knowledge of administrative or accounting systems a plus.
- Demonstrated ability to thrive in a culturally diverse workplace dedicated to equity and inclusion.
- Must be able to work in a dynamic environment with constant change and growth.
- Proven high attention to detail, highly organized, able to manage multiple complex problems at once with limited supervision; ability to establish and communicate project deadlines to internal stakeholders.
- Proven analytical skills including ability to evaluate, visualize, articulate, and solve both complex and uncomplicated problems and concepts, to define a problem, present alternatives, analyze and quantify, relevant factors for decision making.
- Ability to handle complex chart of accounts.
- Excellent working knowledge of Excel, along with demonstrated knowledge of Word and Access. Position includes considerable importing and exporting of data, use of pivot tables.
- Must be able to learn, navigate and use multiple databases, including financial software, internal Access databases and spreadsheet tools.
- Ability to translate budgeting detail and concepts to individuals at all levels including finance and non-finance managers.
- Good interpersonal and communication skills, including the ability to work as part of a team, communicate effectively both verbally and in writing, receive and provide feedback, and manage dynamic interchanges in meetings.
- Ability to handle sensitive and confidential information.
- Willingness to comply with the established agency performance standards which may include: productivity/personal responsibility, client/customer service-orientation, embracing a team player orientation, and maintaining a professional demeanor
- Current First Aid Certificate within 30 days of hire.
- Current CPR Certificate within 30 days of hire.
- Sexual Harassment Training within 30 days of hire.
- Child Abuse and Neglect training (within 2 weeks of hire).
- Must pass Neighborhood House background check requirements.
- Position requires Washington State bi-annual criminal background re-check.



Benefits

Click [here](#) for more details about our benefits program.

Employment Practice

Neighborhood House is an Equal Opportunity Employer. Applications are considered without regard to race, age, sex, color, creed, religion, disability, national origin, marital status, mental or physical handicap, sexual orientation (heterosexuality, homosexuality, bisexuality) and expression of gender identity or any other classification protected by law. Neighborhood House encourages and gives hiring preference to current and former Head Start parents and children. We encourage people of color and residents of the communities we serve to apply.

For more information

Inquiries may be directed to Human Resources at (206) 461-8430 or by e-mail to nhjobs@nhwa.org.