



POSITION: **FINANCIAL ANALYST/Grants Coordinator.**

DEPARTMENT: Finance

STATUS: Full-Time, Exempt

**POSITION SUMMARY:**

Financial Analyst supports the Chief Financial Officer through the supervision of Accounts Receivable, budgeting, forecasting, and other projects related to financial analysis and reporting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

A. Responsible for the HRSA Grants Monitoring.

- Monitoring Actual grants expenses: making sure expenses allocated according to the grants budgets.
- Monitoring Performance and Deliverables for each grant and Timely Grant Reporting to the funders.
- Grant management and program utilization and maintenance of the excel spreadsheets.

B. REPORTING

- Participates in the preparation of External reports for review and approval by CFO including but not limited to:

Universal Data Systems (UDS), Office of Statewide Health Planning and Development (OSHPD), Federal Status Report (FSR), Federal Quarterly Reports, and other reports as needed

- Participate in the preparation of Internal reports for review and approval of CFO including but limited to:  
Prepares Company monthly Grants reports and Tableau reports for CFO review and approval.
- Other duties as assigned

C. BUDGETING AND FORECASTING

- Participates in the preparation of the Departmental/ Sectional annual operating budget,
- HRSA Grants Budgeting

- Other duties as assigned

**QUALIFICATIONS:**

1. Bachelor's Degree from a four-year college or university in Economics or Statistics preferred
2. Minimum 2- 5 years related experience in a nonprofit (preferably a Federally Qualified Health Center (FQHC) or community health clinic or other similar organization receiving grant funding). Education may be substituted for experience
3. Experience with Medi-Cal and Medicare reporting, especially for FQHCs
4. Ability to work independently and a self-starter with minimal supervision
5. Computer proficiency – Advanced user of Excel and accounting packages (preferably Sage MIP or SAGE MAS-90)
6. Experience utilizing an Electronic Medical Record (EMR) system is highly desirable
7. Strong presentation skills with excellent verbal and written communication skills
8. Excellent analytical and organizational skills
9. Detail-oriented while handling multiple projects and remaining conscious of deadlines
10. Comfortable obtaining information through interview or other means Up-to-date knowledge of current financial and accounting computer applications
11. Flexible, curious and quick learner
12. Maintains detailed and accurate records
13. Able to establish and maintain good working relationships with all levels within the organization
14. Able to keep sensitive information confidential

**PHYSICAL DEMANDS:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or listen. The employee is occasionally required to stand; use hands to handle or feel objects, tools, keyboard, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.