

Financial Analyst

Location:	Washington, DC
Department:	Finance
Posted:	01/22/2024
Location Name:	Washington, DC
Wage Max:	85,800.00 Annual
Wage Min:	68,600.00 Annual
Position Type:	Full Time

SCI Summary: SCI supports people with disabilities, behavioral challenges, medically complex needs, transitioning youth, the elderly, and other populations using Maryland Department of Health's Targeted Case Management and Supports Planning work models as well as a concierge level geriatric care management and care partner model.

Position Summary: The Financial Analyst serves as part of the finance team and is responsible for providing granular data and analysis on business issues, planning, budgeting and forecasting across the CCS Program for management's use in strategic and tactical decision-making. Analyzes operational and financial data. Provides financial data to help departments make sound business decisions. Reports to the Financial Planning and Analysis Director and works closely with the Budget Analyst, Financial Analysts and Accounting Department, supporting the CCS Program business units. Responsible for maintaining financial reports and assisting with the budget and forecast preparation of the CCS Program. Interact with the CFO, FP&A Director and Accounting in the preparation of quarterly financial forecasts, annual budgets and future year financial projections. Will be responsible for researching and reporting on variances and will lead the use of the new budgeting & reporting tool. Will engage in and contribute to the organizational goals and objectives of the CCS Program. Responsible for leading development of tools and analytics to support the CCS Program estimation, forecast, actuals and budget including daily weekly, monthly reporting for variances and reconciliation and will be responsible for developing a strategy to store historical data and perform analytics to support decision making and benchmark development.

SCI Team Member Expectations: All SCI team members are expected to: Ensure services provided follow the organization's mission statement, core operating values and policies and procedures. Follow HIPAA, confidentiality and security procedures and principles; collaborate with peers, leadership, and support areas of the organization; actively participate in and contribute to leadership and other staff meetings and trainings; maintains compliance with federal, state, and local employment laws and regulations; follow self-direction and person-centered planning procedures and philosophy; and to foster a culture that values diversity.

Essential Duties:

- Work closely with the CFO and FP&A Director to prepare CCS Program quarterly financial forecasts, annual budgets, and future year projections, and meet processing and reporting deadlines
- Research and report on CCS Program variances between the forecasts or budgets and actual results of operations
- Apply financial and economic concepts including financial modeling, economic analysis, cash flow (DCF), profitability, earnings, balance sheet, taxes, financial ratios, alignment to KPIs, RO/ROIC/NPV/IRR, customer lifetime value, churn rate, cost of capital benchmarks, market analysis, and strategic analysis
- Support the financial planning process at the department level, inclusive of budgets, re-forecasts, capital planning and long-term plans. Helps to define and load data into models
- Develop relevant reporting including data preparation, report creation and quality control; strive to deliver insight, consistent data and effective visualizations and monitor operational statistics; report trends, variances and issues; take appropriate action including proactively notifying financial partners/superiors
- Establish credibility through respectful, thoughtful interactions, attention to detail, professional integrity and excellent financial insight
- Provide tools, dashboards, etc., needed to prepare, monitor, and report on weekly and monthly CCS Program portfolio financials in collaboration with Accounting, IT, CCS Program Leaders, Program Operations, People & Culture and provide direct and indirect support to the Board of Directors and various Leadership Committees
- Act as CCS Finance subject matter expert for internal data systems to eliminate barriers to data collection and develop real-time solutions, developing integrations and automation of data interfaces where applicable
- Create and maintain SOP and technical documentation for various tools
- Perform other ad hoc analyses or other job duties requested

Supervisory Duties:

- This position does not have any supervisory responsibilities.

Education Required:

- Bachelor's degree in finance, accounting, economics or business administration required
- MBA or an advanced degree in finance or accounting preferred

- CMA, FPAC, or CPA preferred certifications

Experience Required:

- 5 to 7 years of financial management, analysis and budgeting, or accounting experience.
- Ability to consolidate data from disparate sources and align
- Ability to identify gaps in data and propose solutions / follow-ups
- Ability to identify insights from data and communicate business impact

SCI Value Related Competencies:

- **People Come First** (Customer Focus): Thinks and acts with people we support in mind when making decisions. Dedicated to meeting the expectations and requirements of internal and external shareholders, uses information and feedback to improve services.
- **Building Relationships and Connections:** Interpersonal savvy. Relates to all kinds of people. Builds appropriate rapport, uses diplomacy and tact, diffuses high-tension situations comfortably. Establishes and maintains meaningful connections within the community and the organization (internal and external stakeholders)
- **Education** (Informing Others): Quickly finds common ground to solve problems. Is seen as a cooperative team player. Provides coaching and mentoring to team members. Consistent communicator, provides team members with the tools they need to perform their jobs in a timely manner. Explores all available options to make the best decision for internal and external holders
- **Diversity:** Values, appreciates and honors the ways in which cultural differences can create value in organizations. Is service oriented: Demonstrates a commitment to the philosophies for services and the goal of independence for the people we serve. Raises awareness in communities to appreciate the similarities and unique gifts of each person. Interacts with all kinds of team members equitably, deals effectively with all races, nationalities, cultures, disabilities, ages, and genders, supports equal and fair treatment and opportunity for all.
- **Driving Solutions** (Perseverance): Pursues all initiatives with energy, drive, and the goal to succeed.

Job-Specific Competencies:

- **Action Oriented:** Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives
- **Communicates Effectively:** Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
- **Courage:** Stepping up to address difficult issues, saying what needs to be said

- Cultivates Innovation: Creating new and better ways for the organization to be successful
- Customer Focus: Building strong customer relationships and delivering customer-centric solutions
- Decision Quality: Making good and timely decisions that keep the organization moving forward
- Drives Results: Consistently achieving results, even under tough circumstances
- Instills Trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity
- Optimizes Work Processes: Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement
- Resourcefulness: Securing and deploying resources effectively and efficiently
- Self-Development: Actively seeking new ways to grow and be challenged using both formal and informal development channels
- Values Differences: Recognizing the value that different perspectives and cultures bring to an organization
- Balances Stakeholders: Anticipating and balancing the needs of multiple stakeholders
- Builds Networks: Effectively building formal and informal relationship networks inside and outside the organization

Required Competencies:

- Professional presence. Natural ability to represent SCI internally and externally in a consistent manner. Highly developed interpersonal and communication skills, both written and verbal, and a professional demeanor which interacts clearly, and effectively with all organizational leaders and team members
- Strong proficiency in budgeting and reporting software systems and advanced knowledge of Excel and Powerpoint
- Excel Super User, VBA, SQL and Macros. Skilled at reporting and data visualization applications such as PowerBi, Tableau, CognosBI, Adaptive Insights
- Ability to use SharePoint lists, PowerBI and other tools to pull data and create reports
- Understanding of financial terms such as CAPEX / OPEX and basic financial concepts such as accruals, invoicing, forecasting, actuals, budgets, etc.
- Ability to balance competing priorities and manage several time-sensitive projects at once in a fast-paced environment with minimal direction and detail oriented, highly organized and self-motivated
- Ability to think, plan and execute on multiple projects simultaneously in an organized fashion
- Strong interpersonal skills including excellent written and verbal communication skills; listening and critical thinking; presentation skills, facilitation skills

- Ability to establish effective working relationships with stakeholders at all different levels
- Familiar with a variety of financial analysis concepts, practices and procedures
- Ability to work independently and apply discretion within established operational boundaries and procedures
- Ability to address complex issues, modify work methods based on past experiences, and identify solutions to problems by recognizing similarities through data trends
- Have a reliable automobile to travel to meetings, and a valid driver's license with a good driving record

Physical Demands: Generally, presents standard office environment. Must be able to remain in a stationary position >95% of the time. Continually operates a computer, keyboard and mouse, and other office productivity machinery, such as a calculator, copy machine, printer, and mobile Smartphone device. Constantly positions self to comfortably maintain computer equipment. May occasionally be required to move about in an office setting or position office equipment weighing between 10-25 pounds. Vision abilities required by this job include close vision. Ability to operate a motor vehicle. The person in this position frequently communicates with other people. Must be able to exchange accurate information in these situations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. This job description is subject to change at any time.

I hereby acknowledge that I have been provided the opportunity to discuss the job description above with my Supervisor and I understand the responsibilities and duties described above.

Disclaimer: The recruitment process is approved by Service Coordination Inc.'s Recruitment Committee and subject to change based on business needs.

In recognition of the continuing COVID-19 pandemic, Service Coordination Inc (SCI) is committed to maintaining a safe and healthy workplace. Because of this, SCI is requiring all new hires to be fully vaccinated. New hires will be required to provide proof of vaccination status as part of the on-boarding process. SCI provides reasonable accommodations, absent undue hardship, for medical reasons under ADA and for employees with sincerely held religious beliefs, observances, or practices that conflict with getting vaccinated. You may request reasonable accommodation or other exemption to Sonji Ashford at sashford@sc-inc.org.

Service Coordination is an equal opportunity employer and committed to the full inclusion of all qualified individuals. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, hair texture or protected hairstyle, veteran status, or genetic information. Service Coordination is also committed to providing equal opportunity and access to individuals with disabilities by ensuring reasonable accommodations are provided to participants in the job application or interview process. To request a reasonable accommodation, contact Kathryn Eckert at kathryn.eckert@sc-inc.org or 410-218-5581.

SCI does not sponsor for immigration, including for H-1B, TN, and other non-immigrant visas, for this role.