



**INSTITUTE FOR NONVIOLENCE CHICAGO**

**POSITION TITLE:** Financial Analyst

**REPORTS TO:** Dir. Finance & Operations

The Institute for Nonviolence Chicago’s mission is to end the cycle of violence using Dr. Martin Luther King, Jr.’s principles and teachings of nonviolence. Informed by a philosophy of nonviolence, Nonviolence Chicago will establish caring and sustained relationships with participants engaged in the cycle of violence. We will emphasize partnerships with community members, leaders, social service providers, and local law enforcement to reduce community levels of violence. We will help create a safer, healthier environment for young adults, youth, and their families. These general approaches will be specifically addressed using for major methods: Community Violence Intervention (CVI) / Street Outreach, Individualized Service Provision, Victim Support Services, and Nonviolence Training.

**POSITION OVERVIEW:**

We are looking for a dedicated and detail-oriented Nonprofit Financial Analyst to join our team. The ideal candidate will have a strong background in finance and accounting, with a specific focus on nonprofit organizations. This role involves analyzing financial data, preparing reports, and providing strategic recommendations to ensure the financial health and sustainability of the organization. The Nonprofit Financial Analyst will work closely with various departments to develop budgets, monitor expenditures, and ensure compliance with financial regulations. This position requires excellent analytical skills, a deep understanding of nonprofit financial management, and the ability to communicate complex financial information to non-financial stakeholders. The successful candidate will be proactive, organized, and capable of working independently as well as part of a team. Key responsibilities include financial planning, budgeting, forecasting, and financial reporting. The Nonprofit Financial Analyst will also be responsible for grant management, including tracking grant expenditures and ensuring compliance with grant requirements. This role is critical in helping the organization achieve its mission by providing accurate and timely financial information to support decision-making processes.

**Essential Job Functions:**

- Assist in the preparation of financial statements and audits.
- Working with program staff prepares annual MFS budgets for assigned areas.
- Prepares forecasts monthly using latest information available and through ongoing communication with program staff.
- Maintains funder contracts/works with program staff to prepare funder budgets, reports and revisions as necessary for assigned areas.
- Regularly meets with Executive Directors and Managers individually to advance their understanding of complex financial reporting and assist them in managing their projects financially.
- Participates in month end close related to contract revenue accruals, accounts payable and staff allocations. Makes corrections if needed.
- Reviews and analyzes cash collection and aging reports for assigned contracts. Follow-up on delinquent funders.

- As assigned, responsible for preparation of required external reports including analytical reports/audits to governmental agencies and other funding sources.
- Responds to requests from program staff for financial analysis of assigned projects.
- As assigned, prepares schedules for the annual external audit.
- Responds to auditor inquiries. Takes lead on funder audits for assigned projects.
- Analyze financial data and create financial models for decision support.
- Monitor budgets for various departments and projects.
- Provide financial analysis and recommendations to support strategic planning.
- Ensure compliance with financial regulations and standards.
- Manage grant finances, including tracking expenditures and reporting.
- Collaborate with department heads to develop and implement financial strategies.
- Conduct variance analysis to identify trends and discrepancies.
- Support fundraising efforts by providing financial insights and analysis.
- Maintain accurate and up-to-date financial records.
- Evaluate financial performance and identify areas for improvement.
- Ensure timely and accurate financial reporting to stakeholders.
- Other duties as assigned.

#### **Physical Demands:**

- While performing the essential duties of this job, the employee is required to sit and stand for sustained periods of time, frequently talk, hear, use hands and fingers to feel, handle and operate objects or controls, and occasionally stand, bend, stretch, stoop, kneel and crouch.
- The employee is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, and viewing a computer terminal.
- The employee may occasionally lift and/or move up to 25 pounds.

#### **Requirements:**

- Bachelor's degree in finance, accounting, or related field.
- **Minimum of 3-5 years of experience in financial analysis**, preferably in a nonprofit setting.
- Strong understanding of nonprofit financial management and accounting principles.
- Proficiency in financial software and Microsoft Office Suite, **especially Excel**.
- **Excellent analytical and problem-solving skills.**
- **Strong attention to detail and accuracy.**
- **Ability to communicate complex financial information clearly and concisely.**
- **Experience with grant management and reporting.**
- Knowledge of financial regulations and compliance requirements.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Proactive and self-motivated with a strong work ethic.
- Excellent written and verbal communication skills.
- Ability to handle multiple tasks and meet deadlines.
- Experience with financial forecasting and budgeting.
- Strong interpersonal skills and the ability to work with diverse teams.
- Commitment to the mission and values of the organization.
- Experience with financial audits and preparing financial statements.

- Ability to maintain confidentiality and handle sensitive information.
- Strong critical thinking and decision-making skills.

**SALARY/BENEFITS:**

Competitive/commensurate with experience and other qualifications. Competitive benefits package available, including Health, Life, and 401K. Employment with INVC requires proof of vaccination or an approved medical exemption.

To apply, please send a cover letter along with your resume to [hiring@nonviolencechicago.org](mailto: hiring@nonviolencechicago.org).

**Institute for Nonviolence Chicago -- EEO Statement**

Institute for Nonviolence Chicago provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Institute for Nonviolence Chicago complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.