



CATALINA ISLAND CONSERVANCY

A responsible steward of its lands through a balance of conservation, education and recreation

JOB DESCRIPTION

POSITION: Grants/Financial Analyst

STATUS: Full-Time, Exempt

REPORTS TO: Director of Finance

DEPT: Finance/Administration

PAY RANGE: \$74K - \$105K/ year

WORLD LEADER IN CONSERVATION: The Catalina Island Conservancy is a non-profit organization whose mission is to be an exemplary steward of island resources through a balance of conservation, education, and recreation. We preserve and restore the environment on Catalina, promoting and modeling ecologically sustainable communities to create a healthier future for this Island and our Earth.

FUNCTION: This key role in the Finance Department will be a Grants/Financial Analyst position at the Conservancy's Long Beach location. This is an intermediate-to-senior level position that reports to the Finance Director and will be responsible for managing all restricted grants and projects by leading the budgeting, forecasting, tracking, reporting and presentation efforts. The duties include working collaboratively with the Grants Manager and other Department Managers to build actionable budgets and forecasts, tracking revenue and spend to measure progress against those budgets, and producing reports for Grants Manager, Finance Director, and Department Managers. This position will also be responsible for ensuring the allocation of expenses against the grant budgets in compliance with grant terms and ensuring the reports are maintained in the organization's accounting system. Other duties include assisting with managing the Conservancy's operating budget, and providing ad hoc financial analysis as needed. The candidate must be proficient in and be able to prepare budgets, provide accurate budget comparisons, and make recommendations for budget modifications. Success in this role will rely heavily on strong data management skills, analytical and automation skills, presentation skills, strong people skills, knowledge of financial accounting, cost principles, and administrative requirements for non-profit organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Prepare the annual budget, project budgets and financial reports with Grants Manager, Conservancy Managers, Finance Director and Chief Financial Officer, having a complete and thorough understanding of the funding source and organization requirements
- Prepare a variety of financial reports and power point presentations, internally for Conservancy managers and externally as required by the Board of Directors and Funders
- Prepare budget modifications with Conservancy managers and Finance Director as needed
- Perform accounting and financial functions, including preparing monthly reports and budget and expense analysis.

- Prepare, input, and monitor grant-related financial activities, including journal entries, time sheets, project balances reports, revenue and indirect expense allocations.
- Monitor grant related expenditures, revenue, and budget reporting any inconsistencies with the approved budget and management plan in coordination with the Development, Programs and Finance teams. Allocate direct and indirect expenses to various grants in accounting system.
- Assist with grant closeout procedures in accordance with regulations; reconcile and close grants on a timely basis.
- Enhance the process to perform monthly journal entries to allocate costs across expenses accounts.
- Be the "go-to" person for questions regarding the organization's budgets and grants.
- Assist with managing the Conservancy's operating budget, including variance analysis, developing reports, making forecast adjustments, and providing presentation support.
- Provide ad hoc financial analysis (such as ROI and IRR analysis) and presentation of the analysis as needed.
- Must demonstrate a comprehensive understanding of financial statements, including balance sheets, income statements, and cash flow statements to support decision-making and guide financial initiatives.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Bachelor's degree (BA/BS) in accounting, finance, business or equivalent from a four-year college or technical school; or five years related experience and/or training; or equivalent combination of education and experience. Knowledge of accounting principles is required. Minimum five (5) years of experience developing budgets and financial reports. Working knowledge of intermediate accounting and grant compliance procedures. Ability to analyze and monitor financial statements, budgets, and other financial reports.

LANGUAGE SKILLS: Ability to read, analyze, and interpret accounting and financial data, accounting procedures as set by GAAP and FASB, or governmental regulations. Ability to effectively present information and respond to questions from managers and employees.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, fractions, proportions, ratios, and percentages.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

COMPUTER SKILLS: Ability to work in a PC environment utilizing accounting software, spreadsheet, and word processing applications; Must be proficient in Excel and Power Point. Experience using budgeting and forecasting software such as Sage Intacct highly desirable.

PEOPLE SKILLS: Ability to work collaboratively with Grants Manager, Finance team, and Conservancy Managers.

WORK ENVIRONMENT:

- Work location has moderate noise levels and is a non-smoking environment.
- Most of the job duties are performed in an office environment; the employee must occasionally lift and/or move up to 25 pounds.

- Travel to the Long Beach office 2 times a week is required and travel to the Avalon office in Catalina Island on occasion is required. Monthly Conservancy field days are also offered and optional to get more involved with the Conservancy's mission.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Only candidates authorized to work in the U.S. will be considered. Catalina Island Conservancy does not provide sponsorship for this role.

COMPENSATION & BENEFITS: The upper portion of the salary range is typically reserved for existing employees who demonstrate strong performance over time. Starting salary will vary by qualifications, and prior experience. We pay competitively in the nonprofit space and offer a robust benefits package.

Catalina Island Conservancy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.