

Finance Analyst

Position Available

The Food Research & Action Center (FRAC) is seeking a **Finance Analyst**. The person in this position will have the ability to contribute to the diversity of ideas and backgrounds on the FRAC Team. The **Finance Analyst** will provide support to the finance and admin teams. They will be developing variance analysis reports and financial models and manage financial planning, budgeting, and forecasting and reports directly to FRAC's Deputy Director of Finance and Operations. FRAC is located in Washington, DC operating on a hybrid work schedule. This position will require some in-person meetings and work.

Organizational Background

FRAC works to improve the nutrition, health, and well-being of people struggling against poverty-related hunger in the United States through advocacy, partnerships, and by advancing bold and equitable policy solutions. To attain this mission, FRAC engages in research, policy analysis and advocacy, coalition-building, outreach, technical assistance and training, and an array of communications strategies. In partnership with hundreds of national, state and local nonprofit organizations, public agencies, corporations, schools, and labor organizations, FRAC addresses hunger and food insecurity, and poverty as their root cause.

Key responsibilities include, but are not limited to:

- Assist in preparation of materials (dashboard, presentation, analyses) for annual budget and Board and committee meetings, responsible for quality control of financial data as well as formatting of all materials.
- Create and update presentations of financial data in Excel and PowerPoint or other advanced data visualization software. Develop automated reporting and forecasting tools for more efficient use of data.
- Draft written qualitative and descriptive analyses of financial data, critically assessing, and summarizing key takeaways, variances, and issues.
- Work with assigned departments to develop, maintain and monitor budgets as they relate to different projects and third-party contribution agreements.
- Track contracts and grants related to specific budgets. This includes consultant contracts, contributions agreements, and grant agreements.
- Prepare accurate forecast models for individual projects to help project cash flow needs and identify priorities.
- Prepare accurate and timely proposal budgets and financial reports for donors.

- Support the Finance Department with the annual financial audit and audit of U.S. government-funded programs in compliance with the Single Audit Act.
- Provides support to the Finance Department with the preparation and submission of the annual IRS Form 990.
- Maintain appropriate working paper and file documentation for all work products.
- Other duties as assigned.

A well-qualified candidate will possess the following:

- Bachelor's Degree Required (Accounting Degree Preferred).
- Detail-oriented, have strong organizational skills, including the ability to multitask, prioritize, and make decisions.
- Thorough understanding of Generally Accepted Accounting Principles (GAAP).
- Strong understanding of donor proposals and financial reports.
- Thorough understanding of methods of systems analysis and the principles, design, and procedural methods used in big data analysis.
- Team player with an ability to work collaboratively but also can work independently.
- Good interpersonal skills, including a desire to learn and be creative.
- Solid computer and database management skills.
- Commitment to diversity, equity, and inclusion.
- Commitment to working for social justice.

Salary/Benefits

The starting salary for this position is \$90,000 and is commensurate with experience; excellent health, dental, vision, retirement, and other benefits; generous leave; enthusiastic and supportive staff.

To Apply

Click [here](#) to submit a resume and cover letter.

No phone calls, please.

Opening/Closing Dates

The position is available immediately. It will close when filled. However, FRAC seeks to hire a qualified individual as soon as possible.

FRAC is especially interested in candidates with lived expertise with hunger or poverty who can contribute to the diversity of the organization.

FRAC is an equal opportunity, affirmative action employer. FRAC is firmly committed to a policy against discrimination based on age, gender, race, religious creed, sexual orientation, disability, or ethnic or national origin.

