

THE RESURRECTION PROJECT

Job Description



Position Title	Financial Analyst
Supervisory Relationship	Chief Financial Officer (CFO), and Chief Operating and Enterprise Officer (COO)
Work Location	1801 South Ashland, Chicago, IL 60608
Organization General Description	After 27 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$469 million in community investment.
General Job Description	To assist the CFO in proactively managing portfolios of different properties, funds, and assets by providing forecasting, budgeting, and analysis. Serve as the primary analyst for Pillar Heads, and work with the finance and accounting functions of the organization, including but not limited to, supporting the COO and CEO.
Job Duties and Responsibilities	<ul style="list-style-type: none">• Review and manage annual operating and capital budgets in a timely and accurate manner. Work with key executives to make value-added budget modifications to maximize cash flows and increase the long-term value of the assets; keep informed and up-to-date on multi-family rental and commercial market conditions and trends, and their impact on each property.• Review and analyze monthly financial reports, operating statistics, and significant budget variances with explanations.• Review all monthly financial reports with key departments. Advise on any modifications deemed necessary.• Identify financial status by comparing and analyzing actual results with plans and forecasts; project expense and revenue pipeline.• Guide cost analysis process by establishing and enforcing policies and procedures; provide trends and forecasts; explain processes and techniques; recommend actions.• Improve financial status by interpreting data and analyzing results; monitor variances; identify trends; study proposed changes in methods and materials; recommend actions to management.• Protect operations by keeping financial information confidential.• Develop and grow analysis and modeling skills based on the project expense and revenue pipeline.• Prepare any required reporting packages tailored to the needs of each investor, lender, or other interested parties, and assure that information is timely and relevant.• Attend and participate in required organizational programs, board, committee and staff meetings.• Perform other duties as assigned.
Essential Knowledge and Skills	<ul style="list-style-type: none">• Bachelor's Degree required. Master's Degree preferred.• Significant finance experience in corporate finance.• Significant experience which includes forecasting, planning, and analysis.• Ability to improve business processes and maintain high standards and work quality.• Ability to effectively present information to top management, public groups, and others as necessary.• Expert in data interpretation and analysis.• Proficiency in all Microsoft platforms.• Ability to work with teams and engage others.• Adhere to the highest ethical standards.

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Special Working Conditions and Demands	<ul style="list-style-type: none">• Must be able to work some evenings and weekends.
Position Classification	Full-Time, Exempt
Preparation Date	6/16/17
Statement of Equal Opportunity	The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.
Application Instructions	Please send resume and cover letter by email or mail. No phone calls please.
Contact Information	Email: trpjobs@resurrectionproject.org Mail: Human Resources, 1818 South Paulina, Chicago, IL 60608