

THE RESURRECTION PROJECT

Job Description



Position Title	Financial Planning and Analysis Lead
Supervisory Relationship	Director of Finance
Work Location	1805 South Paulina, Chicago, IL 60608
Organization General Description	<p>After 29 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 \$500 million in community investment.</p>
General Job Description	<p>The Financial Planning and Analysis Lead will be a key asset in the future growth of the organization. This individual will spear-head the organizations financial quarterly forecast, annual budget process, operating plan variance analysis and special projects. S/he will provide financial consulting and strategic support to senior management including financial presentations, cash flow reporting, and new business opportunities. This function acts as the analytical engine of the organization to provide insights and support optimal business decision making.</p>
Job Duties and Responsibilities	<ul style="list-style-type: none">• Analyze current and past trends in key performance indicators including all areas of revenue, expenses, and capital expenditures• Review and analyze monthly financial reports, operating statistics, and significant budget variances with explanations, and review with key staff.• Identify financial status by comparing and analyzing actual results with plans and forecasts; project expense and revenue pipeline.• Assist key departments with budget creation and financial reporting.• Develop and grow analysis and modeling skills based on the project expense and revenue pipeline.• Provide support to Development on grant budget requests and donor-funded reporting• 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">• Bilingual (Spanish) strongly preferred• Bachelor's Degree in Accounting or Finance• Minimum three years' experience, preferably with a non-profit agency• 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.• Ability to work with teams and engage others.• Adhere to the highest ethical standards.• Ability to think creatively, highly-driven and self-motivated.

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Position Classification	Full-Time, Exempt
Special Working Conditions and Demands	Ability to meet a constant stream of deadlines. Proven ability to work both independently and collaboratively. Must be able to work some evenings and weekends as extended hours are required during audit time. Ability to travel within city and sometimes out of state.
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.
Contact Information	Email: trpjobs@resurrectionproject.org