



Budget & Financial Reporting Analyst Intern

POSITION OBJECTIVE: Under supervision of the Budget and Financial Reporting Analyst, this position will perform assigned activities in an accurate and timely manner. This position requires judgment and comprehensive knowledge of applicable agency operations.

ESSENTIAL FUNCTIONS:

- Assist Budget and Financial Reporting Analyst in coordinating integration activities between budget and accounting software.
- As applicable, have an in-depth understanding of agency programs including allocation methodology and the ability to identify funding sources for each subcontract.
- Assist Budget and Financial Reporting Analyst in preparing budgetary reports that allow for innovation, continuous improvement and efficiency in analyzing fiscal impacts.
- Complete required components of monthly budgetary reports by program.
- Assist Budget and Financial Reporting Analyst with budgetary projections.
- Actively participate in organization wide quality improvement initiatives.
- Assist Budget and Financial Reporting Analyst with providing spending reports by client and program.
- Assist with completion of the Cost Allocation Plan.
- Assist with updating allocations in accordance with programmatic data.
- Assist Budget and Financial Reporting Analyst in updating and importing distribution codes.
- Perform additional assistance as requested by the Budget and Financial Reporting Analyst, including special projects assigned by management.

This list of essential functions is not intended to be exhaustive. NWFHN reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS:

REQUIRED:

- High School diploma or GED equivalent
- Proficiency in Microsoft Excel and Microsoft Word software.
- Actively pursuing a Bachelor's degree in Finance, Statistics, Mathematics, Business, Accounting or other related field.

PREFERRED:

- Previous experience with accounting or budgeting software.
- Associate degree in Business, Finance or related field.



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SKILLS:

- Detail oriented.
- Ability to work independently and set priorities.
- Ability to maintain confidentiality of sensitive data.
- Ability to work well in a team setting.
- Ability to complete tasks as assigned in a timely manner.
- Willingness to take on increased responsibilities as needed.
- Effective organization and time management skills.
- Numeric data entry or 10-key proficiency.
- Familiarity with accounting software.

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee's Signature

Supervisor's Signature

Date

Date