Financial Analyst
Job Description

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The Hunt Institute’s mission is to provide unbiased research, technical expertise, and learning opportunities that equip and empower educators and policymakers to drive equitable reforms and become audacious champions for education. Since its establishment in 2001, The Hunt Institute has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to transform education. The Institute’s mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children, with its primary audience consisting of governors, legislators, and other elected and state-level policymakers. The Analyst will be based out of The Institute’s office in Cary, North Carolina.

Position
In this role, the Financial Analyst will report to the Director of Finance, and provide technical financial and accounting expertise related to budgeting; perform analysis that provide detailed cost information not supplied by general accounting systems; and perform complex financial budgeting analysis. You will work within the organization to assist budget managers with the budgeting process which may include conducting training for new managers. Because the budget is prepared on a Generally Accepted Accounting Principles, an extensive knowledge of accounting principles is required.

Responsibilities
- Prepare and manage the annual budget for the Institute, including monthly internal reporting and financial statement.
- Provide specialized level of analysis and support regarding budgetary, and technical support in the areas of budget development and management, expenditure forecasting, with the most complex budgets.
- Perform other duties as assigned.

Qualifications
- 3-5 years QuickBooks experience
- Bachelor’s Degree and five (5) years of complex financial reporting and analysis experience which includes budgeting; OR Eight (8) years of complex financial reporting and analysis experience which includes budgeting.
- Excellent Microsoft excel (can perform complex functions) skills. Strong Excel experience required.
- Experience with Pivot Tables required.
- Produce executive style reports
- Passion for investing in the growth of colleagues; able to motivate and rally support in service of organizational mission and goals.
• A strong work ethic, with a results-oriented philosophy and personal qualities of trustworthiness, openness, accessibility, kindness, flexibility, and a sense of humor.
• Ability to handle multiple assignments and accomplish deadlines; ability to pay attention to accuracy and detail while thinking broadly.

Ideal candidates will also demonstrate:
• Resourcefulness and good judgment.
• Leadership by example.
• The value of diversity of thought, backgrounds, and perspectives.
• Integrity/ethics beyond reproach.
• Persistence and a sense of optimism when confronted with obstacles.
• Constant seeking to apply best practices.
• Willingness to work collaboratively and consider new ideas.
• Commitment to The Hunt Institute’s mission, vision, financial stability, and success.

Equal Employment Opportunity
At The Hunt Institute, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status, or any other protected status designated by federal, state, or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference and background investigation. To apply: Please submit cover letter, along with a résumé or CV, to applicant@hunt-institute.org with the subject line “Last Name – Financial Analyst.” No phone calls, please. **Priority will be given to those who apply by February 21, 2022.**