



Financial Analyst

Job Description

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.

Position

The Hunt Institute is seeking a Finance Analyst that will support the day-to-day functions of the Finance department. This position in conjunction with the Deputy Director of Finance will be responsible for all month end closing and program budgets within the agency. The position is based out of The Hunt Institute's office in Cary, North Carolina.

Responsibilities

- Responsible for a variety of routine financial activities, including general accounting, claims and disbursements, debt services, payroll services, and budget accounting.
- Responsible for bank and credit card reconciliations at the close of each month.
- Responsible for the month end closing process to ensure closing by 15th day of the next month.
- Support the Deputy Director of Finance in all monthly reports in compliance with non-profit reporting requirements, including reports for department directors, funders, senior leadership, and board of directors as needed.
- Support the Deputy Director of Finance in the creation of P&L statements for project budgets, update running budget estimates, and maintaining a current 12-month cash flow report.
- Assists in the development and implementation of policies and procedures for accounting methods, treasury management and internal controls.
- Participates in the preparation and administration of the division's annual budget; assists in budget implementation.
- Reviews cost allocation and indirect process for grant billing in accordance with current Federal and State regulations.
- Assist the Deputy Director of Finance in the preparation of audit workpapers.
- Assists with the entry of all approved Program Budgets into QuickBooks and posting all agency journal entries before month end close.

- Ensure accurate accounting entries to provide support to the Deputy Director and Director of Finance in monitoring and tracking expenditures by grant and compiling actuals for interim and final reports.
- Back up for bi-monthly Payroll processing
- Oversee the weekly Accounts Payable processing.
- Provide support and assistance to Vice President, Grants Management team, and individual project leads as requested.
- Support preparation of preliminary grant budgets in support of concept papers, grant reports, RFP's and all other proposals for suite of 50+ agency grants.
- Support Finance team by providing any requested materials for annual audit and tax return preparation including schedules and accompanying forms.
- Monitor and oversee system for tracking refundable state sales tax to ensure a timely submission of bi-annual refund request as prepared by Accounting and Payroll Specialist (APS)
- Aid Finance & Operations team as requested by Director of Finance.
- Other ad hoc duties as assigned

Qualifications

- Strong knowledge of Generally accepted accounting principles, including GAAP related to the public sector financial administration.
- Bachelor's Degree and 1 year of finance/accounting, preferably in a nonprofit setting.
- Principles and practices of governmental budgeting.
- Intermediate Excel proficiency, experience with pivot tables.
- Budgeting skills
- Grant reporting.
- Revenue forecasting
- Government accounting standards board standards and recommended practices preferred
- Advanced budgeting procedures and techniques. Advanced principles, theories, and procedures of accounting and internal accounting controls.
- Principles and methods of statistical analysis.
- Modern office procedures, methods, and technology.
- Appropriate English usage, spelling, grammar, and punctuation.

Benefits and Compensation

The Hunt Institute offers competitive compensation and an attractive benefits package, including health, dental and vision and a 401(k) plan with an employer matching contribution policy.

We feel passionately about equal pay for equal work, and transparency in compensation is one vehicle to achieve that. The salary recruitment range for this position is: \$60,000 - \$65,100.

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 check 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 – Finance Analyst." No phone calls, please.