

CAREER OPPORTUNITY:

Senior Financial Analyst (Temporary)

Date available: Immediately	Contract Period: 4-6 months
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- To apply, please send a cover letter and resume to careers@unitedwaydm.org
- For more organizational information, please visit www.unitedwaydm.org

Position Summary

United Way of Central Iowa is seeking a detail-oriented Senior Financial Analyst to join our team on a **temporary basis** (four to six months, not eligible for benefits). This individual will play a crucial role in enhancing our internal and external financial reporting structure, refining budget processes and building necessary financial models, helping to establish a framework for aligning organizational investments with funded partners' operational outcomes. This role will also closely support the preparation and submission of the organization's IRS form 990. The selected candidate will be required to understand and adhere to the organization's confidentiality and proprietary information policies.

This role is primarily in-person, with remote work available as needed, subject to pre-approval. The anticipated work hours are 20-30 per week through December 31st and increase to 40 hours per week after January 1st. The hourly salary is \$35-45 per hour depending on experience. This position will not be available after the four-to-six month work period is completed as it is filling a temporary operational need.

United Way of Central Iowa is an established and highly respected nonprofit in Central Iowa and the United Way Worldwide network. Employees at UWCI have a passion for the organization's mission and community impact work and strive to create a positive, inclusive, and welcoming work environment. Our Core Values of **Compassion, Integrity, Community Engagement, Responsiveness, and Striving for Excellence** are the foundation for how we do our work and to reach our aspiration to "Engage Community to Empower All." We're committed to building an inclusive team; we invite candidates of all backgrounds to apply.

Key Accountabilities

- **Budget Analysis:** Assist in reverse engineering the current budget to gain a thorough understanding of the assumptions and methodologies used in its preparation, lead efforts to map budgeted expenses to GL accounts, providing valuable insights for future planning.
- **Budget Preparation:** Design budget templates to be used in the upcoming budget cycle, ensuring they meet the needs of all stakeholders.
- **990 Form Preparation:** Assist in the gathering of data and detailed analysis required for the IRS Form 990, ensuring accuracy, completeness and compliance with non-profit reporting standards.
- **Develop Internal Reporting:** Create and implement reporting tools to assist department leaders in monitoring organizational spending, providing insights that drive effective decision-making and guide prudent resource allocations.
- **Grant Reporting:** Develop detailed reports for our largest grants to ensure compliance and effective tracking of grant activities and spending, with a focus on building frameworks for federal grants.
- **Review and Improve Reporting Processes:** Evaluate existing internal and external financial reports, identifying opportunities for improvement and implementing best practices.
- **Financial Modeling & Dashboard Development:** Build financial models (cash forecasting, budget and revenue mix), and develop dashboards to analyze historical financial performance, identify trends, and provide insights for forecasting using predictive analytics.
- **Collaboration with Donor Services/Accounting:** Support Senior Accountant on month-end analysis of financial results, work closely with the donor services group to develop recurring reports to support preparation of Board package/presentation and develop donor data analytics.
- **Other duties as assigned by CFO.**

Qualifications

- Bachelor's degree in Finance, Accounting, Business, or related field. MBA or relevant certification (e.g., CPA, CFA) preferred.
- Proven experience in financial analysis, budgeting, and reporting, preferably within a nonprofit or grant-funded organization.
- Strong proficiency in financial modeling and analysis, with experience developing dashboards and predictive analytics.
- Proficiency in Prophix or a similar financial planning and analysis (FP&A) system is highly desirable.

Fostering an Equitable, Engaged, Empowered Community



- Advanced Excel skills and familiarity with other financial software. MIP experience preferred.
- Ability to analyze complex financial data and develop actionable insights.
- Excellent communication skills, with the ability to present financial information clearly to non-financial stakeholders.
- Strong problem-solving skills and attention to detail.

United Way is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital status, veteran status or other characteristic protected by applicable. United Way of Central Iowa will consider qualified candidates with criminal histories in a manner consistent with the role requirements and any applicable local, state, and Federal law. If you are a job seeker with a disability, or are assisting someone with a disability, and require accessibility assistance or in need of an accommodation to apply for one of our jobs, please call 515-246-6516.