



City Year, Headquarters

**POSITION ANNOUNCEMENT**  
Senior Financial Analyst

**About Us**

City Year is an education-focused, nonprofit organization founded in 1988 that partners with public schools and teachers to help keep students in school and on track to succeed. In 24 communities across the United States and through two international affiliates, this innovative public-private partnership brings together teams of young AmeriCorps members who commit to a year of full-time service in schools. Corps members provide individual support to students who need extra care and attention, focusing on attendance, behavior, and course performance through in-class tutoring, mentoring, and after school programs.

City Year is recognized by Charity Navigator, America's premier charity evaluator, as a four-star rated organization for each of the last eight years, placing it among the top 1% of all organizations rated. City Year is also a five-time winner of Fast Company Social Capitalist Award and has been recognized in leading business and management books including Built to Last and Forces for Good: The Six Practices of High-Impact Nonprofits.

**Our Service**

As one of the fastest growing nonprofit organizations in the country, City Year is laser-focused on reducing the dropout crisis in America. City Year partners with schools and teachers to place trained young adults in schools where they're needed most to provide individual support to students who need extra care and attention. Working side-by-side with teachers, our Corps Members use research-based tools and techniques to help students who are struggling—so more kids stay in school and on track to succeed.

By addressing the needs of the whole child, we help transform the whole school. With the hands-on support they need to succeed, more students are ready, willing and able to learn, which creates a more positive and productive learning environment for the whole school.

**Our Footprint**

Founded in Boston in 1988, City Year has established programs in 24 cities, including Baton Rouge, Chicago, Cleveland, Columbia, SC, Columbus, Denver, Detroit, Jacksonville, Little Rock/North Little Rock, Los Angeles, New Orleans, Miami, Milwaukee, New Hampshire, New York, Orlando, Greater Philadelphia, Rhode Island, Sacramento, San Antonio, San José/Silicon Valley, Seattle/King County, and Washington, D.C., and international affiliates in Johannesburg, South Africa and London, England. City Year is a proud member of AmeriCorps.

**Position Overview**

Provide support to City Year management and staff in the implementation of the organization's financial planning and budgeting process. Assist and coordinate the preparation, review, and analysis of the City Year's various financial information and reports. Assist the Vice President of Financial Planning and Analysis to develop and deploy financial modeling and reporting tools and procedures. Coordinate the

preparation and distribution of financial management information to the City Year's HQ departments and field offices.

### **Responsibilities**

- Perform analysis on operational activities of the City Year, including historical, current and projected revenue and expense, cash flow, variances and key financial data,
- Monitor actual results against budget, explaining significant variations. Work closely with accounting and programmatic staff to assess reasons or variances, ensure that the forecasts appropriately reflect expectations, and follow-up discussions are conducted.
- Coordinate periodic financial reporting process among HQ departments and field offices; provide special reports to senior financial, program, and executive staff
- Coordinate preparation of monthly and annual department and consolidated budgets and reports as well as proposal budgets and reforecasts;
- Review and assist in preparation of proposal/application budgets for federal and privately funded awards
- Coordinate preparation of external program reporting as required by federal agencies and private donors;
- Advise and support field office staff in financial management of City Year private and federal funds;
- Organize staff training in compliance with donor requirements, federal regulations, and City Year financial and procurement policies.

### **Qualifications**

- Excellent financial management and analytical skills;
- In-depth knowledge and understanding of complex financial and accounting systems.
- Extensive experience in financial analysis, financial reporting, budget development and forecasting
- Knowledge and experience with use of federal funds and the application of OMB Circulars A-110, A-122, and A-133
- Superior organizational skills, ability to make sound financial decisions and business judgment, with demonstrated ability to present complex raw data in clear, compelling, and summarized formats for non-Finance professionals
- Proficiency in MS Office suite and financial reporting/budgeting tools/software required. Experience with CPM and ERP systems preferred.
- Strong verbal and written communication skills, ability to interact successfully with all management levels
- Ability to manage multiple priorities and projects while working as part of a team

### **Education and Experience:**

Bachelor's Degree in Finance or Accounting or related field; CPA and MBA preferred

Minimum 4-5 years' experience in budgeting, financial analysis and planning

Experience with non-profit or public sector preferred

### **Compensation and Benefits**

Compensation commensurate with experience. Excellent benefits including health insurance, vacation, holidays, parental leave, 401K, flexible spending account and more.

### **Deadline to Apply:**

[Date]

**To Apply**

Interested qualified applicants should submit a cover letter, references, & resume to:

City Year, Inc.

Sr. Financial Analyst Search

Attn: Lisa Lerma, Senior Manager of Talent Management

Email: [cyjjobs@cityyear.org](mailto:cyjjobs@cityyear.org)

City Year is committed to a diverse workforce. Individuals from all backgrounds are encouraged to apply.