



COMMUNITY DEVELOPMENT CORPORATION OF OREGON

Position Description

Job Title: Program Analyst

Reports To: Director of Finance

FLSA: Exempt

Work Location: Remote eligible

Summary: The Program Analyst helps the Finance Director, the Program Managers and the leadership team accurately understand, account for and drive results in each of our programs. This position is responsible for the accuracy, timeliness and completeness of each program's expenses, invoices, compliance with grant requirements, budgeting, payroll, forecasting, entry into QuickBooks and financial reporting processes. This position will also help standardize the management of all the programs and help drive the integration among them. This position will assist Development in creating proposals.

Essential Duties and Responsibilities

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Support Program Managers in financial areas including helping them to understand the results of, and define the outputs, outcomes, pricing, profitability and sustainability for each initiative
- Create and maintain for each program: a Pro forma model (including Cash Flow, P&L and Balance Sheet as appropriate); performance benchmarks; recommendation to Program Managers for efficiencies; and, evaluation to senior management of program effectiveness.
- Drive appropriate standardization of the above items across all programs
- Guide financial decisions of Program Manager and the Leadership Team by applying company policies and procedures to each program

- Reconcile program-level financial information with that of QuickBooks
- Support Development Director, Data Manager, human resources, legal, marketing and other service providers as their needs relate to the programs
- Collect stories of impact from the programs and report them to the Development team.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Familiarity with finance, law and regulatory standards (GAAP)
- Competent understanding of federal, state, and local governmental unit accounting requirements as it relates to the programs. Ability to interpret and explain financial reports
- Proficient in Microsoft Office products including Office Suite, SharePoint and Teams
- Excellent interpersonal verbal and written communication
- Excellent organization skills and attention to detail
- Ability to communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds

Education and/or Experience

- Bachelor's Degree in Accounting, Finance, Project Management or a related field

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** - Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management** – Assists in developing project plans; Provides processes and procedures to help coordinate projects; Communicates changes and progress.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Change Management** – Works with the team to help develop workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- **Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Diversity** - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Competencies (continued)

- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions. Raises questions of ethical concerns with courage, tempered by wisdom and patience.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Special Skills

- **Computer Skills**- Experience in learning new software programs and systems quickly and the ability to instruct others in use. Extensive experience using Excel and general ledger programs.
- **Language Skills**- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to communicate to non-financial managers.
- **Mathematical Skills**- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.
- **Reasoning Ability**- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to interpret complex reports and draw accurate and practical conclusions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate, like that of a busy office.