

Asia Society Career Opportunity

Location: New York

Position: Financial Analyst (Grade 6) Code 1801

Purpose:

The Financial Analyst is responsible for executing the planning, reporting and analysis of the financial results of the institution under the supervision of the Executive Director - Strategic Planning and Assessment. S/he will also work with departments on preparation of reports of financial results needed for grant makers including submission of reports to funders and fielding questions as needed.

Responsibilities:

- Assist with the development of the annual budget including preparation of materials, analysis and reporting. Liaise with the Centers to collect their budgets and analyze the projections versus prior year. Work with smaller departments on constructing their annual budgets.
- Develop monthly reports of actual results against budget and provide analytical variance analysis at the departmental and institutional level. Create and maintain dashboard focusing on key metrics, including progress of fundraising efforts.
- Assist the Controller in the monthly and annual closing of the accounting books tying out all reporting and including recognition of restricted revenue per donor intent.
- Development of budget updates as needed, including analysis and identification of opportunities and risks.
- Communication with organization's Centers in the U.S. and Asia - capture their annual plan and quarterly results in the planning and accounting system. Reconcile interoffice accounts. Analyze actual results against prior year and budget.
- Design and maintenance of all financial systems related to budgeting and reporting of results.
- Prepare grant financial reports for departments as needed. Submit financial reports and field questions, if any, as needed.

- Assist with developing and updating the Society's strategic plan. Help work with departments on creating and monitoring the results framework.
- Ad hoc program and project analysis, as needed.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in Accounting or Finance with 3- 4 years experience in planning, reporting and analysis.
- Experience in international Accounting and Finance including currency conversion a plus.
- Proficient in budgeting and accounting systems and Excel with proven ability to be able to export/import to and from systems to Excel. Knowledge of Microsoft Dynamics Great Plains accounting software and reporting modules such as Management Reporter, Jet reports and/or Power BI preferred.
- Effective written and oral communication skills.
- Ability to work as a team player effectively across the organization.
- Results oriented with a sense of urgency and a desire to make an impact on the work of the Society.

COMPETENCIES:

Leadership:

- Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals
- Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

Professional and Results-Oriented:

- Seeks to consistently produce results that achieve goals and objectives
- Conscientious and efficient in meeting commitments and observing deadlines
- Able to work independently with minimum supervision
- Good judgment, tact and discretion
- Ability to translate ideas into action



Collaboration and Teamwork:

- Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
- Acts as a global facilitator to have conversations, exchange ideas and build understanding

Innovation:

- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
- Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

Technical Expertise:

- Professional competencies in the related field of work
- Recognizes trends in theory and practice of one's own technical area and effectively prepares for anticipated changes

How To Apply:

Please email your cover letter, resume, and salary requirements to financejobs@asiasociety.org. Indicate job title and reference code in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

Asia Society is an equal opportunity employer.

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