



United Way
of Greater Rochester
and the Finger Lakes

UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES CAREER OPPORTUNITY

BUDGET ANALYST

SUMMARY

The Budget Analyst is responsible for preparing and posting journal entries, reconciling general ledger accounts and closing end-of-month accounts for certain projects. Additionally, this position will prepare and analyze budgets for these projects.

ESSENTIAL FUNCTIONS

- Prepare, maintain, and analyze income and expense accounts, and other financial records and reports
- Analyze and interpret accounting records to show monthly status against budget
- Monitor disbursements (such as payments to vendors) and research problems to identify issues and recommend corrections
- Prepare monthly budget reports, internal management reports, and external regulatory reports
- Help present financial data, progress, and performance metrics information for briefings and other presentations to management
- Research complex accounting issues and errors to find solutions
- Submit budget summaries and narratives as necessary to senior management for monthly review.
- Other Finance Department duties as assigned

- Strong verbal and written communications skills
- Consistently demonstrates the values and mission of United Way of Greater Rochester and the Finger Lakes
- Contributes to team effort by performing other duties as assigned

SKILLS AND COMPETENCIES

- Upholds inclusion and equity values and possesses cultural humility
- Analytical ability/problem solver
- Attention to detail
- Ethical/credible
- Technical capacity
- Strong verbal and written communication skills

FLSA CLASSIFICATION: NON-Exempt

REPORTS TO: Financial Controller

SUPERVISORY RESPONSIBILITY

There are no supervisory responsibilities

TRAVEL

No regular travel required

EDUCATION AND EXPERIENCE

Bachelor's degree in Business/Accounting from an accredited program with 2 years of related experience; or equivalent combination of education and experience.

JOIN THE TEAM!

United Way of Greater Rochester and the Finger Lakes is a dynamic and collaborative work environment comprised of dedicated professionals who are driven to make our community a better place. Join our team and make an impact serving our region with your time and talent.

MISSION

Our mission is to unite the goodwill and resources of our community so that everyone can thrive. That means that our team is committed to working with local donors, businesses, not-for-profit program partners, municipalities and individuals to make this region stronger and more vibrant together.

VALUES

Our core values define who we are and how we serve our community. United Way and our team members are caring, collaborative, equity-driven, innovative, respectful, results-oriented and trustworthy. United Way strives to ensure employees and external partners feel valued, connected, and empowered.

WHAT WE OFFER

- Competitive financial and wellness benefits
- Generous paid time off, retirement plan, and other fringe benefits
- Hybrid working arrangements
- Opportunities to give back to the community in life-changing ways
- Paid professional development
- Team events and internal committees for connection opportunities and fun!

HOW TO APPLY

Candidates may apply online at: <https://unitedwayrocflx.org/about-us/join-our-team/>

United Way is committed to equal employment opportunities for all employees and applicants for employment. United Way prohibits discrimination against employees and applicants in all aspects of employment including but not limited to recruitment, hiring, compensation, promotion, training, leaves of absences, benefits, termination, employer sponsored activities, social and recreational programs, and recognition. United Way prohibits discrimination against all legally protected classes including age, color, creed, disability, domestic violence victim status, gender expression, gender identity, genetic predisposition, marital status, military status, national origin, parental status, political affiliation, pregnancy related condition, prior arrest/conviction record, race, religion, reproduction health choices, sex, sexual orientation, or other non-merit-based factors.

United Way of Greater Rochester and the Finger Lakes

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