

Financial Analyst / AP Specialist

Job Description

Miracles In Sight, a not-for-profit organization seeks a Financial Analyst / Accounting professional to join our finance team. This position reports to and works closely with the Controller.

Roles and Responsibilities

- Accounts payable management to include but not limited to the ability to analyze accounts, process, and ensure appropriate GL coding.
- Execute financial analysis, research, budgets, and forecasts to support business plans.
- Prepare, review, analyze, and interpret financial and budgetary reports and communicate findings and provide recommendations for improvements.
- Lead the development of the monthly Directors Operating Review dashboards, which includes financial and key performance indicators reviewed by leadership.
- Perform monthly account reconciliations, prepare journal entries, and assist in month-end closing.
- Lead and develop small scale projects and provide ad hoc analysis as needed.
- Provide assistance during yearly audits.

Requirements and Qualifications

- Bachelor degree in business with an emphasis in accounting or finance
- Accounting experience (2+ years preferred)
- Experience in Quickbooks (preferred)
- Advanced Excel skills
- Proficient knowledge of other Microsoft office applications
- Detail-oriented
- Autonomous and independent but can also work well in a team environment
- Time management and ability to complete assignments within prescribed deadlines.

Benefits

- Flexible remote work schedule available – after training
- Medical
- Dental
- Vision
- Retirement Plan