

# **CATHOLIC FAMILY CENTER JOB POSTING**

**JOB TITLE:** Program Analyst  
**DEPARTMENT:** Finance  
**PROGRAM:** Administration  
**SUPERVISOR:** Associate Director, Program Reporting & Analysis

**DATE:** January 2009  
**STATUS:** Exempt  
**APPROVAL:** VP of Finance \_\_\_\_\_  
Dir H.R. \_\_\_\_\_  
**BAND:** M2

## **SUMMARY**

Under general supervision, and following the Agency's guidelines to confidentiality, is responsible for overseeing the programmatic financial records including accumulating and analyzing data necessary for the preparation of various financial reports, budgets and forecasts.

## **RESPONSIBILITIES & DUTIES**

- 1.0 Oversees Program Reporting and Analysis**
  - 1.1. Meets with Program Directors as needed to ensure accuracy and timeliness of information**
  - 1.2. Ensures proper recording of revenue and expenses**
  - 1.3. Prepares monthly journal entries for program related activities**
  - 1.4. Ensures timely internal and external reporting for all programs**
  - 1.5. Coordinates quarterly review process with Program Directors, Associate Director of Finance, VP of Finance, CFO and Senior VP of Programs.**
  - 1.6. Reviews program financials to ensure accuracy**
  - 1.7. Coordinates preparation of internal and external annual reports, including but not limited to NYS DSS Standard of Payment, reconciliation for DSS, department budget, grant, contract and contract amendments, medically supervised Ambulatory Services Cost and Visits Report, CFR, Internal Cost Report, budget package for United Way and other miscellaneous reports as required.**
- 2.0 Develop analytical tools to evaluate all revenue sources and expenditures**
  - 2.1. Perform monthly variance analysis of all program revenue and expenses to ensure accuracy of monthly financial results**
  - 2.2. Works closely with Financial Operations to ensure accurate recording of revenue and expense accruals**
  - 2.3. Assists Program Directors with interpretations of program financial results, researches questionable issues, including budget variances, overlapping budget years and multiple funding sources.**
- 3.0 Oversees the timely preparation of funders voucher claim**
  - 3.1. Reviews vouchers for proper billing and accuracy**
  - 3.2. Ensures vouchers are prepared in a timely manner in accordance with the program contracts**
- 4.0 Coordinates with Program Directors the preparation of the annual operating budget and financial forecasts**
  - 4.1. Ensures all contracts are properly accounted for in annual budget**
  - 4.2. Performs necessary analysis to properly interpret financial forecasts**
- 5.0 Assists with preparation of the independent audit, as required.**
- 6.0 Analyze aging of program receivables and determine collectability. Work with Program Directors and agency management as necessary, to collect on all outstanding receivables in a timely manner.**
- 7.0 Maintains high level of expertise in specialized areas through continuing education, individual contacts, and attendance at appropriate meeting.**
- 8.0 Is aware of and actively supports the Agency's Core Competency initiatives of being Collaborative and Community Focused, Innovative and Entrepreneurial, and Culturally Competent and Diverse**

**9.0 Other duties as requested by supervisor.**

### **MINIMUM QUALIFICATIONS**

**EDUCATION:** Bachelors degree in Accounting or Finance

**EXPERIENCE:** 3 – 5 years related experience in a mainstream finance organization required