



**THE WHITE  
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**Financial Reporting Analyst  
Supervisor – Chief Financial Officer**

**Position Summary:**

The Financial Reporting Analyst will support management, program, and development staff by developing and running reports utilizing data from a variety of sources. The position will act as the Intacct and Adaptive Insights systems administrator and will provide support for overall development, maintenance, and administration of the systems. The Financial Reporting Analyst needs to be an agile learner, adaptable and flexible to address opportunities and challenges in a fast-paced international environment.

**Responsibilities:**

- Lead Intacct & Adaptive Insights systems optimization efforts
- Create financial reports and demonstrate a thorough understanding of both the underlying data as well as its impact on final results
- Understand the various data sources available and can make recommendations for improvements and automation
- Produce monthly financial and management reports using available systems and tools with accurate information
- Customizes financial reports to meet required specifications and assists with on-demand reporting requests for various audiences, including management, program staff, national-level staff, and for business planning and development needs
- Liaise with Adaptive Insights and Intacct system providers – work with these providers for guidance and networking
- Write detailed description of user needs, program functions, and steps required to develop or modify computer programs
- Responsible for making recommendations based on the Adaptive Insights and Intacct operational and financial data that will improve internal workflows and processes
- Performs other similar and related duties as required or directed

**Critical behavioral competencies to all WRA roles**

- Commitment to WRA's mission, vision, values and theory of change
- Self-awareness: Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism, isn't defensive
- Agile Learner: Open to change; experiments and will try anything to find solutions; enjoy the challenge of unfamiliar tasks
- Self-development – is committed to, and actively works to continuously improve him / herself
- Cross-functional and cultural collaboration: Manages and collaborates with cross-functional and cultural teams to establish and achieve common objectives
- Developing & sharing best practices: Promotes collaboration, sharing and use of communications best practices throughout the organization
- Priority Setting and tenacity - spends his/her time and the time of others on what's important; remaining focused on executing the organization's objectives and strategies

- Administratively self-servicing and IT literate

**Mission critical competencies: specific to this role**

- Function/Technical Skills: Has the functional and technical knowledge and skills to do the job at a high level of accomplishment
- Initiative taking: Anticipates needs of colleagues or the organization prior to being asked and identifies multiple ideas and options for remedying situations and prioritizing based on need
- Critical thinking: ability to assess and interpret work. Ability to develop, evaluate, implement and modify work. Ability to make accurate decisions
- Decision making and problem solving: Use affective approaches for choosing a course of action or developing appropriate solutions; take action consistent with available facts, constraints and anticipated consequences

**Qualifications:**

- Bachelor's Degree in Finance, Accounting or related field. MBA a plus.
- 3+ years progressive experience utilizing standard enterprise reporting tools
- Experience using Intacct and/or Adaptive Insights beneficial but not required
- Must have excellent interpersonal skills
- Attention to detail. Highest standards of accuracy and precision
- Ability to think creatively, highly-driven and self-motivated
- Ability to adapt to changes in workflow
- Strong analytical and problem solving skills
- Demonstrated advanced MS Excel skills. Mid-level Excel skill including: VLOOKUP Function, Pivot Tables, Formulas etc.
- High level of organizational skills, good written and oral communication skills
- Ability to summarize and present complex financial data in an organized, concise manner
- Ability to work independently and as a team member with excellent interpersonal and time management skills and meet deadlines

**Computer/Software Competencies**

- Microsoft Windows, Microsoft Suite including Outlook, PowerPoint, and Access, SharePoint and any other cloud /business analytics systems

**Contact:**

Interested candidates should email their resume and cover letter to [hr@whiteribbonalliance.org](mailto:hr@whiteribbonalliance.org) with the subject line: WRA Financial Reporting Analyst. No phone calls please.

Please note that qualified candidates must hold legal status and authorization to work in the U.S.

Applications are due by May 26, 2017

***Principals only please.***