

TAADAS Job Description

Position: Financial Analyst

Employment Status: Full-Time

Position Summary

The Financial Analyst supports the financial management and fiscal compliance activities of TAADAS. This position is responsible for financial analysis, grant and contract reporting, budget monitoring, account reconciliations, expenditure review, financial reporting, and maintaining documentation necessary to support audits and monitoring activities.

The Financial Analyst works closely with the CFO, program staff, and other TAADAS personnel to monitor financial activity, identify discrepancies and trends, ensure expenditures are appropriately documented and allocated, and provide accurate and timely financial information for organizational decision-making.

A significant responsibility of this position is supporting the financial administration of federal, state, and other grant-funded programs and ensuring financial activities comply with applicable grant requirements, organizational policies, and established internal controls.

Minimum Qualifications

- Associate or bachelor's degree in accounting, finance, business administration, or a related field preferred. Relevant financial or accounting experience may be considered in lieu of a degree.
- Experience in accounting, financial analysis, grant accounting, or general bookkeeping.
- Experience with QuickBooks or similar accounting software.
- Proficiency with Microsoft Excel, including the ability to create and maintain financial spreadsheets.
- Proficiency with Microsoft Word and Outlook.
- Strong analytical and problem-solving skills.
- Strong written and verbal communication skills.
- Ability to organize and analyze detailed financial information.
- Ability to maintain confidentiality of financial, employee, member, and organizational information.
- Experience with nonprofit and/or grant-funded organizations preferred.
- Knowledge of federal and state grant requirements preferred.

- Knowledge of substance use disorder services and/or the behavioral health field preferred.

Essential Duties and Responsibilities

Payroll, Benefits and Expense Analysis

- Reconcile payroll and benefit allocations to grants.
- Analyze benefit reports to deductions to ensure accurate reporting and send to Bookkeeper for payment to vendors.
- Submit benefit amounts to payroll vendor.
- Review and process employee travel reimbursement ensuring compliance with TN state travel regulations.

Financial Analysis & Reporting

- Reconcile grant expenditures to the general ledger and applicable financial reports.
- Prepare and review financial reports for management, programs, grants, contracts, and other organizational needs.
- Analyze revenues and expenditures to identify trends, discrepancies, unusual transactions, and potential budget concerns while comparing actual expenditures to approved budgets.
- Review financial documentation to help determine whether expenses are allowable, properly supported, and consistent with applicable grant requirements.
- Prepare budget-to-actual reports and provide explanations of significant variances as requested.
- Assist the CFO with monthly, quarterly, and annual financial reporting.
- Compile financial data from the accounting system and supporting records for analysis and reporting.
- Develop and maintain spreadsheets, schedules, and financial tracking tools.
- Assist with grant drawdown and reimbursement documentation.
- Perform and/or review assigned monthly account reconciliations and maintain organized reconciliation files and supporting documentation.
- Assist the CFO with financial forecasting and organizational budget development.
- Track financial reporting deadlines and assist in ensuring required reports are completed accurately and timely.
- Assist with financial closeout activities for grants and contracts.
- Assist program staff with understanding available grant balances and budget categories.

- Assist with preparation and response to external audits, grant monitoring visits, financial reviews, and other compliance activities.
- Coordinate with bookkeeping staff to resolve accounts payable, accounts receivable, deposit, or transaction discrepancies.

Financial Compliance & Internal Controls

- Follow and support TAADAS financial policies, procedures, and internal controls.
- Review financial transactions for appropriate supporting documentation and approvals.
- Assist in maintaining appropriate separation of financial duties.
- Identify potential weaknesses or inconsistencies in financial processes and communicate concerns to the CFO.
- Assist with development and implementation of financial procedures and process improvements.
- Ensure financial documentation is maintained in an organized and accessible manner.
- Protect confidential and sensitive financial information.
- Assist in ensuring financial activities are conducted consistently with applicable organizational, grant, contract, and funding requirements.
- Cross-train in bookkeeping and other financial functions to provide backup support when necessary.

Other Duties

- Participate in staff meetings, training, monitoring activities, and organizational events as required.
- Assist with special financial projects and analyses assigned by the CFO.
- Perform other duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Reporting Relationship

The Financial Analyst reports directly to the **Chief Financial Officer (CFO)**.

Acknowledgment

I acknowledge that I have received and reviewed this job description and understand the duties and responsibilities associated with my position.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

This job description describes the general nature and level of work performed by the employee assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions. TAADAS reserves the right to modify, add, or reassign duties and responsibilities based on organizational needs.