



ECONOMIC DEVELOPMENT FINANCIAL ANALYST

POSITION TITLE:	Financial Analyst/ Program Manager
LOCATION:	Redding or Yreka, California
CLASSIFICATION:	Full-Time (40+ hours/week), Exempt
COMPENSATION:	Annual Salary 50,000 thru 70,000 DOE Benefits (Health, Retirement, Vacation)

SUMMARY OF POSITION:

The Siskiyou Economic Development Council (SEDC) is a non-profit, community benefit organization incorporated in 1985 and dedicated to facilitating business growth, retention, and expansion to benefit community prosperity.

The SEDC operates a variety of programs that support economic development across the county and has recently expanded in support of the multi-county region. The SEDC work includes various programs targeted to support business and industry including Discover Siskiyou, Shasta Cascade Business Development Center, Siskiyou Farm Co., etc.

The SEDC's financial analyst will serve under the general direction of the SEDC Finance Director, and alongside the SEDC's established and talented team of professionals. The financial analyst will be responsible for grant administration and compliance, fiscal monitoring and reporting, and program implementation in support of the Shasta Cascade Small Business Development Center (headquartered in Redding, California) serving Shasta, Siskiyou, and Trinity Counties; and various USHUD Community Development Block Grants that support local jurisdictions and businesses in Siskiyou County.

Employment with the SEDC is contingent on funding availability. The SEDC has a policy of employment-at-will.

SPECIFIC RESPONSIBILITIES:

- Monitoring of all grant requirements, progress toward goals, fiscal compliance guidelines of each grant and reporting KPI progress throughout the grant duration.
- Preparation and submission of regular grant reports and assist in managing professional consultants.
- Responsible for interfacing with granting agencies, local governments, and auditors.
- Provide accounting support as needed and monitor programmatic, contractual and legal compliance, and support of internal controls.

- Analyzes data using multiple scenarios and communicates the implications of investigations and finding via dashboards and databases.
- Provide routine, professional level activities in support of business attraction, expansion, and retention.
- The financial analyst, along with the director of finance provides creative alternatives and recommendations to reduce costs and improve financial performance of the SEDC.
- The financial analyst assembles and summarizes data to report on financial status and risks for the SEDC.
- Maintain communications between the finance/accounting team and program management.
- The position requires a high degree of professionalism, accountability, and integrity. The position also requires the ability to consult at a high-level, be a professional team member and appropriately handle sensitive and confidential information on a regular basis.

ESSENTIAL QUALIFICATIONS:

General Expectations:

- Be articulate and have engaging communication skills, be competent with contemporary technologies, be innovative and have critical thinking abilities.
- Maintain a positive outlook and adaptive character in a fast-paced and dynamic environment.
- Possess strong commitment to excellence and tremendous personal initiative in all endeavors.
- Maintain scrupulous attention to detail with mathematic formulas and data.
- Work collaboratively with team-mates helping them succeed and generously sharing successes.
- Develop and maintain positive relationships with a diverse community of colleagues, board members, and interested parties.
- Willingness to travel within a 3-county region and to attend regional, state, and/or national conferences.
- Conduct work in alignment with the SEDC's mission and contribute to the SEDC's annual strategic goals as directed by the Executive Director and Finance Director.

Education/Training:

- The ideal candidate will have a strong background in business, economics, finance, accounting or a related field, as well as experience working in economic development or a related field (preferred).
- Bachelor's Degree in accounting or finance or in a related field is required. Must be willing to participate in professional development and training as necessary to fulfill the requirements of this position.
- The Financial Analyst must use their knowledge of finance, economics, and accounting to help the SEDC make informed decisions about investments, budgeting, and other financial matters.
- They should have excellent analytical skills, be able to work independently, and have strong communication skills.
- The financial analyst will be responsible for analyzing and interpreting complex government contracts and programs.
- Consolidate and analyze financial data, considering the company's goals and financial standing is also imperative for the success of this position.

Experience:

- Five years' relevant experience in a related field is preferred.
- Prior experience working in and/or knowledge of business finance and accounting.

Knowledge/Abilities:

- Analyze and problem-solve, exercising sound judgment, and work independently with minimal supervision.
- Comprehend sensitive client situations and effectively maintain confidentiality.
- Interact with and motivate others (co-workers, supervisors, subordinates, vendors, members of the public) in a positive and professional manner.
- Accept constructive criticism from supervisors, co-workers, and community members.
- Recognize the need for assistance or clarification, and the ability to seek such assistance or clarification as needed.
- Handle work-related stress in a professional manner.
- Prioritize assignments and meet deadlines.
- Arrive at work as scheduled and willingness to work the shift hours as scheduled- requiring flexibility and travel.
- Read and comprehend complex documents.
- Communicate effectively in written documents and public speaking engagements.
- Solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Possession of current California Driver's License and ability to meet automobile insurance requirements.

Physical Requirements/Working Conditions

- Employee must have visual/hearing ability sufficient to quickly analyze and comprehend written/verbal communication and all business documents. Employee must have the ability to perform tasks involving physical activity, which may include lifting, not to exceed thirty (30) pounds, and extensive periods of standing and sitting. Must possess the ability to manage stress as it relates to the job functions described herein.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee works in a business office with computers, interacting with customers and co-workers. The sound environment is moderate.

DISCLAIMER

In any organization or job, changes take place over time. Although an effort will be made to keep job-related information current, this is not an all-inclusive list of job responsibilities. SEDC reserves the right to revise or change job duties and responsibilities as the business need arises, or as program needs change. In compliance with EEOC 29 CFR, part 1630, if the employee cannot perform the essential functions of this position in a satisfactory manner, further accommodation shall be made if it does not constitute undue hardships upon this organization.

SIGNATURE

My signature below signifies my receipt of this job description and does not in any way create a contract for employment or alter my employment at-will status.

EMPLOYEE SIGNATURE

DATE