



Financial Analyst I
Institute for Community Health

We actively seek to broaden the diversity of our team, and especially encourage members of underrepresented communities to apply.

The Institute for Community Health (ICH) is a non-profit consulting organization that provides planning and assessment, participatory evaluation, applied research and data services to help local communities create sustainable health. The cornerstone of our mission is a commitment to community engagement in all aspects of the planning, evaluation and research processes, and a deep appreciation for the diverse experiences and values that communities contribute to health improvement.

ICH has extensive experience working across sectors and with a broad array of organizations and institutions, including community-based organizations, city and state governments, hospitals and community health centers, and academic institutions. Our work spans a wide variety of topic areas, including immigrant health, health systems, health disparities, substance use, and mental health, among others. Further information about our projects is available at <https://icomunityhealth.org/>

Note that this is a hybrid position and the successful candidate must be living in or willing to relocate to the greater Boston area.

This is an entry level financial analyst position. The Financial Analyst I will work closely with ICH's Senior Finance Manager. The salary range is \$57,000-\$63,000.

Responsibilities:

- Create and submit timely and accurate project invoices
- Book cash received to the appropriate accounts and contact partners of outstanding accounts receivable
- Monitor expenses, insuring assignment to the appropriate cost centers and funders. Reconcile at end of month
- Assist staff with the purchasing process within ICH
- Maintain actuals-budget workbook, updating monthly
- Assist in preparing monthly financial reports for grants and contracts
- Assist in the projection of monthly, quarterly, and year end revenue and expenses for ICH
- Create financial models (spreadsheets & graphs) and statistical analysis when needed
- Assist in preparing the annual operating budget for all projects in the Institute for Community Health (ICH)
- Perform budget to actual variance analysis on a monthly basis

- Assist in preparing all financial reports for the quarterly ICH Board Meeting
- Performs other related duties as assigned or directed by ICH leadership

Requirements:

- Bachelor's degree or work experience in business, economics, or related field(s)
- Previous internship or work experience in billing/reimbursement, grants/contracts management and/or budgeting or financial analysis preferred
- Exceptional attention to detail, initiative, and able to work autonomously. Strong analytical skills required.
- Systems experience including: Integration of mainframe and PC applications, use of Excel, Access, Quickbooks or Meditech General Ledger and other related software product

To apply send your resume and cover letter to Emily Chiasson at echiasson@icomunityhealth.org