

# PIONEER HUMAN SERVICES

## JOB DESCRIPTION

**JOB TITLE:** Financial Analyst  
**UNIT:** Finance  
**SUPERVISOR:** Finance Director

**EXEMPT**  
**GRADE:** 17  
**REVISED:** 5/1/13

### PRIMARY RESPONSIBILITIES:

- \* Support the organization and the Finance Director in the annual operating and capital budget process
- \* Support and assist the operational management in analyzing and developing sustainable budgets
- \* Partner with operations in the presentation and analysis of their budget requests and additions
- \* Work with business operations to respond to RFP's and new opportunities and business lines
- \* Support the development and framework of financial models
- \* Identification, development and presentation of trends, opportunities and risks to inform management decisions
- \* Provide tools for operations leaders to better manage and adapt their businesses

### ESSENTIAL DUTIES:

- \* Excellent verbal and written communication skills that instills trust, transparency and fairness
- \* Excellent analytical skills and data analysis skills. Advanced Excel skills.
- \* Must be a quick learner and be comfortable with change
- \* Strong customer service skills and experience. Able to translate financial information to non-financial business managers

### PHYSICAL REQUIREMENTS:

- \* Must be able to lift 25 pounds
- \* Must be able to sit or stand continuously for up to eight hours

### MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- \* Four year degree in from accredited University with emphasis in Finance, Accounting or Business, or related experience.
- \* Valid Washington state driver's license and proof of insurance

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**Employee Signature**

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**Date**

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**Employee Print**

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**Supervisor Signature**

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**Date**