



Education | Healthcare | Public Services

NOTICE OF OPEN POSITION**April 2, 2025**

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| Job Title: | Financial Planning & Reporting Analyst | Unit: | AFTSU Confidential |
| Supervisor: | Chief Financial Officer | Department: | Finance |
| | | Annual Salary: | \$163,079 |
| | The AFT is a union of professionals that champions fairness, democracy; economic opportunity; and high-quality public education, healthcare and public services for our students, their families and our communities. We are committed to advancing these principles through community engagement, organizing, collective bargaining and political activism, and especially through the work our members do. | | |
| Position Summary: | Under the direction of the Chief Financial Officer, the Financial Planning & Reporting Analyst will be responsible for leading and Responsible for annual and long-term financial planning, budgeting and financial analysis and to produce periodic financial reports - including certain financial statements. The Financial Planning & Reporting Analyst will learn and manage the AFT's financial infrastructure and tools, and work with other managers in the department to implement greater efficiencies, better processes, and best practices. | | |
| Position responsibilities: | <ul style="list-style-type: none"> • Innovates to provide the organization with metrics that measure financial results against multiple strategic priorities. • Implements new reporting standards and collaboration with other team members in timely production of financial statements • Works under the direction of the CFO and along with other senior managers to manage long term and annual planning processes • Works with the entire finance team to ensure compliance with regulatory requirements and financial policies, including periodic regulatory filings. • Guides department staff in conducting financial analysis which supports programmatic and organizational decision making. • Collaborates with General Ledger, Accounts Payable, and Treasury and Investments Managers to develop policies, and leads on implementing process changes across the department and/or the union. • Works as an administrator of ERP system to make changes and/or maintenance of the financial data systems within the department. Access control and minor issue fixes in the ERP software • Coordinates and prepares pertinent information for internal and external clients (requests for analysis, financial information, reports etc.). | | |
| Primary Knowledge, Skills and Abilities: | <ul style="list-style-type: none"> • Master's degree in business, finance or accounting and five years' experience in financial planning and analysis; or a bachelor's degree in business, finance or accounting and seven (7) years' experience in financial planning and analysis. Prior management experience is required, along with the following knowledge, skills and abilities: • Ability to manage dynamic teams in a complex environment. • Strong knowledge of US GAAP, internal controls and financial reporting. • Experience in analyzing financial performance and developing financial plans for a mid-sized organization. • Ability to think critically and analytically in linking strategic planning to financial planning. | | |

AFT is an equal opportunity employer.

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| | <ul style="list-style-type: none">• Inclination and aptitude to learn technical financial tools and administer the system• Ability to multi-task, establish priorities and effectively organize work in a changing environment.• Ability to maintain flexible attitude and approach toward assignments and actively participate in a team-based setting.• Ability to communicate clearly and effectively with AFT senior managers in both written and oral presentations.• Ability to communicate sensitive information to principals.• Knowledge of complex financial metrics, accounting principles and processes• Ability to structure and analyze complex financial reports• General customer service skills and ability to build relationships easily• Proficiency in Microsoft Office software – Excel, Word and PowerPoint• Some experience with financial analysis and reporting software• Ability to work independently and as a member of a team | | |
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| Secondary Knowledge, Skills and Abilities: | | | |
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| Application requirements: | Applicants should submit a cover letter and resume to human resources via the following link: https://secure7.saashr.com/ta/6203756.careers?ShowJob=520605076 | | |
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| Additional Notes: | The AFT believes that a culturally diverse workforce advances our mission, and we strongly encourage applications from under-represented communities of workers. The AFT is a place-based employer. | | |
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