



NATIONAL IMMIGRATION LAW CENTER

JOB ANNOUNCEMENT: Los Angeles, CA

OCTOBER 2018

Finance and Budget Senior Analyst

THE NATIONAL IMMIGRATION LAW CENTER (NILC) is exclusively dedicated to defending and advancing the rights and opportunities of low-income immigrants and their families. Our mission is grounded in the belief that every American — and aspiring American — should have the opportunity to fulfill their full potential regardless of their color, where they were born, or how much money they have. Using our deep expertise in litigation, policy, and communications, we address issues that affect the lives of low-income immigrants and work with communities across the nation in courtrooms and legislatures to help advance policies that create a more inclusive, just, and equitable society for everyone.

POSITION SUMMARY

The Finance and Budget Senior Analyst is an integral member of NILC's Finance Department, working alongside colleagues of likeminded professionals, located in Los Angeles. The Finance and Budget Senior Analyst will be responsible for developing budgets, analyzing expenses, and building forecasts in support of business operations at NILC.

The Finance and Budget Senior Analyst works under the supervision of the Director of Finance and Administration, and collaborates with other staff members inside the Finance Department. The Finance and Budget Senior Analyst may occasionally be required to work overtime.

JOB RESPONSIBILITIES

- Support the Director of Finance and Administration in establishing program and project budgets, analyzing expenses, and providing variance explanations.
- Build a database, reporting tool, or financial model to budget, track, and forecast multiple subgrants.
- Develop least cost option and ROI models for investment decision tradeoffs.
- Function as a partner and resource for other staff members and support a collaborative work environment.
- Other duties as assigned.

EDUCATION/EXPERIENCE

Minimum requirements

- Three (3) years of solid finance, budget, or grant management experience.
- Experience building financial models and other financial reporting tools.
- Advanced Excel and PowerPoint/presentation skills.
- Familiarity with QuickBooks.
- Bachelor's degree in business, economics, or equivalent field and work experience.

Preferred requirements

- Five (5) or more years of finance experience — modeling budgets, forecasts, expenses.
- Data extraction and analysis experience; experience with QuickBooks.
- Experience with building queries, VLOOKUP, pivot tables, and other advanced Excel skills.
- Bachelor's degree, M.B.A./M.P.A. (or equivalent course work), statistics, and modelling experience.

KNOWLEDGE/SKILLS/ABILITIES***Qualifications***

- Demonstrated commitment to economic, racial, and social justice, with a passion for social justice for immigrants and their families.
- A passion for numbers, finance, and working with other staff in delivering solutions.
- Ability to recognize sensitive material and maintain high degree of confidentiality.
- Ability to multitask and work independently toward group and department goals — effectively manage multiple projects simultaneously and meet deadlines.
- Ability to work well under pressure, including some evenings and weekends.
- Ability to work well with others in a collegial and diverse environment.
- Experience with the MS Office Suite and Google platforms, advanced Excel.

SALARY/BENEFITS

Salary is competitive and commensurate to experience.

TO APPLY

Applications are being accepted on a rolling basis.

Provide a detailed cover letter explaining your connection to NILC's mission and why you are the ideal candidate for this position, as well as a résumé and a list of three professional references. Send them to jobs@nilc.org. **PDF format only.**

Please include "Finance and Budget Senior Analyst" in the subject line of your email message.

Do not submit duplicate materials. *Incomplete applications will not be considered. Unsolicited telephone calls or email messages will not be considered.*

*NILC is an equal opportunity employer; people of color and individuals from diverse backgrounds are **encouraged** to apply. NILC does not discriminate on the basis of race, color, national origin, citizenship status, ethnic background, religion, political orientation, gender, sexual orientation, gender identity, age, disability, or any other protected class. We consider all qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative.*