



**Abode Services**, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking an experienced **Budgets and Planning Specialist** to support operational finance activities of several program areas, including the development and review of monthly invoices submitted to our funders, annual budget development, financial planning, reporting, and analysis. The BP Specialist has great visibility to the Abode Services leadership team and interacts with a wide array of key stakeholders (Program Operations, Finance Team, Accounting Team, Senior Management, and Grantors). This is a full-time, exempt position reporting to the Director of Financial Planning & Analysis and located in Fremont.

#### **How You Make an Impact:**

- Preparation and analysis of monthly program reporting/invoicing, budgets, and forecasts, working closely with program partners and developing a rapport with funders
- Proactive preparation of program forecast and identification of financial issues
- Review of financial documents involved with the funding close process
- Develop financial best practices and process improvements, and implement across the organization, in partnership with the Finance and other teams in order to improve accuracy and efficiency
- Develop action oriented reporting to capture results compared to established objectives, providing management with explanation of results
- Ad hoc analyses of Abode financial issues and financial evaluation of new programs

#### **How You Meet the Qualifications:**

- BA Degree in Finance, Accounting or Economics; MBA a plus
- 5+ years of experience with financial analysis, operational finance experience, and reporting for various federal, state, county and city funding sources
- Attention to detail and able to get stuff done with acute analytical, accounting, and problem solving skills
- Excellent computer skills including complex modeling in Excel / Access, proficiency in Microsoft Word, PowerPoint, internal reporting and database applications
- Strong presentation skills; ability to interact effectively with all levels of the organization
- Amazing Communication, leadership, interpersonal skills (both written/verbal) and work independently
- Active Contributor, teamwork, and collaboration
- Effectively handle pressures and demands of multiple customers and competing priorities

#### **How Abode Appreciates You:**

- **Competitive Pay Range: \$75,000 annual**
- Dynamic, mission-drive culture and supportive leadership. We support you in supporting others.
- Full Benefits Package: 100% medical, dental, vision benefits coverage for employees
- 19 Paid Time Off days and 9 Paid Holidays per year
- Voluntary benefits: FSA, EAP, Commuter Checks, Life Insurance, Legal, and more
- 403(b) Retirement Savings Plans with Employer Match & Contribution Programs
- Professional Development Trainings and Leadership Academy Programs

Budgets & Planning Specialist

Job Description

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*Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.*

**Abode Services is an Equal Opportunity Employer/Drug Free Workplace**