



Because everyone should have a home.

JOB DESCRIPTION

Abode Services is a community based organization founded in 1988. Services include support services to families as well as adults without children. The mission of Abode Services is to end homelessness by assisting low-income un-housed people to secure stable, supportive housing and to be advocates for the removal of the causes of homelessness. The agency provides services throughout Napa County, Santa Clara County, San Mateo, Santa Cruz and Napa Counties.

The **Budgets and Planning Specialist** will support operational finance activities of several program areas, including the development and review of monthly invoices submitted to our funders, annual budget development, and financial planning, reporting, and analysis. Responsibilities include annual and long-range budget development and planning, risks and opportunities assessment, and gap closure analysis as well as ad hoc financial analyses. The ideal candidate must possess the ability to support multiple business partners and balance changing needs and priorities. This position 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.

RESPONSIBILITIES:

- 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
- Finance representation on project teams
- Ad hoc analyses of Abode financial issues and financial evaluation of new programs

QUALIFICATIONS:

- Bachelor's Degree in Finance, Accounting or Economics; MBA a plus
- 5+ years of financial analysis and operational finance experience. Experience with reporting for various federal, state, county and city funding sources.
- Acute analytical and accounting skills
- Experience contributing to or leading projects across groups
- Excellent computer skills including complex modeling in Excel / Access, proficiency in Microsoft Word, PowerPoint, internal reporting and database applications
- Excellent problem solving skills
- Strong desire to be an active part of the team that is making spending decisions that further the mission of the agency
- Strong presentation skills; ability to interact effectively with all levels of the organization
- Excellent interpersonal skills both written and verbal
- Teamwork / Collaboration - Effective in working within and outside the formal line of authority
- Effectively handle pressures and demands of multiple customers and competing priorities
- Ability to work independently and exercise independent judgment

CORE COMPETENCIES

- Good Steward of Resources
- Amazing Communication and Leadership
- Operates with Integrity and Accountability
- Attention to Detail and Gets Stuff Done
- Innovative Problem Solving and Strategic Decision Making

Abode Services is an Equal Opportunity Employer/Drug Free Workplace

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 any time with or without notice.