

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: Senior Financial Analyst
DIVISION/OFFICE: Office of Finance
BULLETIN No: 04082022
SALARY RANGE: (Commensurate with experience)
OPENING DATE: August 3, 2022
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

JOB SUMMARY:

Assist Program Staff with developing, understanding and managing UPO’s financial obligations to the funder(s) of each UPO program area. This includes budget development; periodic variance analyses; the development and monitoring of key performance indicators; as well as the review and monitoring of compliance requirements set forth in funding-related agreements.

BRIEF DESCRIPTION:

Coordinate and participate in the design, testing, implementation and review of complex manual and automated financial analyses, transactional accounting treatment and the development of processes improvements. Monitor, record and provide monthly analyses on all revenue streams (especially grant-related income). Deliver regular reports to senior management for decision-making on financial matters.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in Accounting, Finance or a related field required. Seven (7) years of professional experience as an accountant, auditor, or analyst OR CPA certificate with at least three years of professional experience as an accountant, auditor or analyst. Excellent organizational skills and attention to detail. Superior EXCEL skills, along with strong analytical and problem-solving skills. Thorough understanding of generally accepted accounting principles (GAAP). Thorough understanding of methods of financial analysis and procedural methods used in data mining and database development.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

DESIRED QUALIFICATIONS:

Master’s degree in Accounting, Finance or a related field.

**UPO Vacancy Announcement
Senior Financial Analyst
Page Two**

OTHER REQUIREMENTS

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

Special notice to all applicants:

In accordance with the Mayor's Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work. **Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees**

This position IS NOT covered under the collective bargaining agreement

ALL VISITORS TO UPO FACILITIES

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities**

To be considered for this position:

Submit your cover letter and resume to the Career Center Online. [Apply Here](#)