

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](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**POSITION:** Financial Analyst  
**DIVISION/OFFICE:** Office of Finance  
**BULLETIN No:** 04112022  
**SALARY RANGE:** (Commensurate with experience)  
**OPENING DATE:** November 4, 2022  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

**JOB SUMMARY:** The Financial Analyst assists Program Staff with developing, understanding, and managing UPO’s financial obligations to the funder(s) of each UPO program area. The position provides financial information that supports timely decision-making and oversight and ensures donor reporting requirements are met. This includes financial reporting, budgeting, forecasting, modeling, and in-depth financial analysis.

**BRIEF DESCRIPTION:**

The Financial Analyst will coordinate and participate in the implementation and review of complex financial analyses, transactional accounting treatment and the development of processes improvements. Monitor, record and provide monthly financial information and analyses on all revenue streams. Engage with UPO’s program staff to manage funding-related agreements. Prepare and deliver regular financial reports to funders on all revenue streams. Support annual organizational budget and mid-year forecast. Maintain, consolidate, and analyze budget templates.

**MINIMUM QUALIFICATIONS:** Bachelor’s degree in Accounting, Finance or a related field required. One to two (1-2) years of professional experience as a financial analyst, accountant, auditor, or analyst OR an MBA degree with at least 1 year of professional. 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.

**OTHER REQUIREMENTS** Become familiar with UPO's mission and strategic plan goals and strategies. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations

**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* in the collective bargaining unit of the CWA Union.**

**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: [Apply Here](#)

**Submit your cover letter and resume to the Career Center Online.**