



Job Title: Jr. Financial Analyst and Accounting Specialist
Reports To: Director of Business Operations
Posting Date: April 5, 2019

About Make-A-Wish® Georgia:

Since 1995, Make-A-Wish Georgia has been creating life-changing wishes for children with critical illnesses. Since then, nearly 8,000 lives have been impacted by the “Power of a Wish™.” Make-A-Wish Georgia is a movement, powered by you, to renew families and communities disrupted by serious childhood illness. We all have the power to make wishes come true. To learn how you can become a part of the story, visit www.georgia.wish.org.

Overview of Position:

This role will report to the Director of Business Operations and will work closely with the senior leadership team to develop key business insight and protocols. This is an excellent opportunity for an individual relatively new to the finance & accounting profession who is inspired to work in a mission-based organization.

Primary Job Duties and Responsibilities:

- Annual budget prep with Senior Leadership team
- Expense reconciliation and analysis
- Cash flow reporting
- Manage Key Metric reporting
- Develop and analyze business performance reports for the Development Team
- Assist with internal and external audit requests
- Liaison with CFS on accounts payable
- Maintenance of credit card activity and online payments
- Code revenue deposits as requested

Qualifications:

- BS degree, with preference given to Business, Accounting and Finance majors
- Proficiency in Microsoft Office Suite (Word, Excel, and Outlook) with an emphasis in formulas, pivot reports and charts
- Ability to understand document data flow, systems and interdepartmental processes
- Easily adapts to direction for new projects
- Ability to analyze raw data and create user-friendly reporting
- Outstanding verbal and written communication skills to effectively collaborate with team
- Excellent problem solving and analytical skills
- Must be able to prioritize tasks and meet deadlines
- Comfortable with both tactical and strategic responsibilities
- Desire to work for a mission-based organization
- Share our values of child focused, integrity, impact, innovation and community
- 1-2 years of experience in an office environment
- Experience with Non-profit operations desirable

Make-A-Wish® Georgia is an Equal Opportunity Employer. All applicants please send resumes and cover letters to jobs@georgia.wish.org. No calls or office visits, please.