

SEATTLE OPERA

Financial Analyst

Seattle Opera is accepting applications for the position of Financial Analyst. This full-time, exempt position which reports to the Chief Financial Officer.

Scope and Principal Accountabilities

This position reports to the Chief Financial Officer and is responsible for financial reporting and data analysis to support the financial management of the company. Significant role in coordination of organization-wide budget data and analytics over a multi-year time horizon. Development of analytical tools and sophisticated financial modeling in support of the SO's strategic plan. Responsible for the preparation, analysis, and reporting of annual operating and capital expense budgets and long-range operating projections, as well as interim forecasts and final reports of budget vs. actual results.

Work encompasses a broad range of complex duties and activities, including data collection, reporting and analysis for many unique and varied activities within the organization. Ensuring data consistency between various operational applications is critical; those applications include Activity, Tessitura and any other systems that directly impact the budgeting and forecasting processes.

This position is tasked to:

- Oversee the budget process to efficiently and effectively develop, reforecast and report consolidated operating and capital budgets.
- Coordinate budget and forecast preparation, and ensure accurate reporting of budgets and forecasts in the accounting system.
- Ensure that budget data is consistent across all platforms in use.
- Oversee user support for any budgeting and analytical software.
- Periodically review actual results to budget and resolve variances.
- Perform financial statement analysis including investigating and resolving identified issues.
- Assist with the implementation of improvements to various accounting and operational processes and procedures.
- Prepare grant application budgets and reports.
- Supervise financial data inputs from Tessitura software into general ledger software.
- Coordinate interdepartmental needs for financial information including troubleshooting; support finance coordinators.
- Prepare and support the presentation of financial reports at Board and Board committee meetings

- Complete financial surveys, including annual Opera America survey.
- Provide support for the annual audit process in coordination with the Controller.
- Other duties and projects as assigned.

Qualifications

- Bachelor degree, MBA preferred.
- Three or more years of financial analysis.
- Fluency with Microsoft Office and general ledger databases.
- Advanced Excel skills, including pivot tables, power pivot and power query.
- Tessitura and SQL database experience preferred.
- Experience working in the not-for-profit sector preferred.

Desired Attributes

- Must have strong organizational skills; effective verbal skills and a demonstrated ability to work well with colleagues.
- Ability to work both independently and as a team member.
- Accuracy and attention to detail.
- Demonstrated communication (written and oral) skills. Proven ability to communicate with non-financial staff.
- Ability to thrive in an environment that requires working under and meeting tight deadlines.

Compensation

- Salary DOE. Seattle Opera offers a generous benefit package including medical, dental, life and disability insurance and retirement plan, vacation, sick leave and holiday pay, and free parking.

Contact

Qualified candidates are invited to submit a cover letter and resume by email to jobs@seattleopera.org with Financial Analyst in the subject line. No phone calls please.