



Example of Project Financial Analyst Job Description

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Our company is searching for experienced candidates for the position of project financial analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for project financial analyst

- Retrieves back-up documentation and copies for inclusion with invoices
- Prepares invoice certifications for small and minority business subcontractors
- Develop data summaries and presentation as required or on an ad-hoc basis
- Ensure complete and authenticated data is available for analysis throughout the term of the program and at program close-out
- Manage a strong grantee payment disbursement process, including identifying and reconciling production and goal variances to ensure accurate disbursements to program grantees, obtaining appropriate signatures prior to payment, and accurate reconciliation with systems of record
- Manage the accuracy of inputs into the Contacts Database, ensuring the timely update of grantee and sub-grantee information
- Interpret and synthesize data management system policies and procedures
- Assist in communicating with external program evaluators to ensure accurate data information
- Assist in highlighting program challenges and successes, recommending courses of action, and ensuring proper grant close-out documentation
- Manage relationships with data vendors and ensure accurate, quality data and visual data

Qualifications for project financial analyst

- Has a 'can-do' attitude/mindset
- Superior knowledge of financial analysis, forecasting, modeling and planning

- Expert ability to analyze data, identify trends and problem solve variances
- Ability to design, enhance, and effectively communicate processes and procedures
- Ability to be an effective team member while leading in areas of expertise