

Phoenix Art Museum is looking for a **Financial Data Analyst** to provide financial analysis and reporting of organizational operations to inform strategic decision making by senior management and Board of Trustees.

Essential Functions:

1. Analyze financial data by collecting, monitoring, and creating financial models for decision support;
2. Lead preparation of annual organization budget;
3. Prepare organizational and departmental financial reports monthly and on an ad-hoc basis as needed;
4. Prepare project budgets and financial reports as required for funding proposal submission and grant reporting;
5. Lead preparation of quarterly financial forecast;
6. Improve financial performance of the organization and departments by analyzing results, monitoring variances, identifying trends, and making action recommendation to management;
7. Work with the Controller, Senior Accountant, and CFO to ensure accurate and timely recording and reporting of data;
8. Guide cost and revenue analysis by establishing and enforcing policies and procedures, providing trends and forecasts, explaining processes and techniques, and recommending action to management.

Minimum Qualifications:

Bachelor's degree in related field required, MBA preferred.

Minimum of four years' experience in a similar role with either nonprofit or for-profit organization.

Knowledge of:

1. Accounting systems, processes, and procedures.
2. Microsoft Office Suite of products, with specific, deep knowledge of Excel.
3. Accounting/fundraising/ticketing software preferred, specifically Financial Edge, Raiser's Edge, and SRO4.

Skill and ability to:

1. Be highly organized with close attention to detail.
2. Prioritize and accomplish multiple projects concurrently; ability to follow through independently on routine responsibilities.
3. Exhibit strong interpersonal and communication skills; ability to work effectively with a wide variety of Museum supporters, visitors, volunteers, leadership and staff.
4. Anticipate problems and act quickly to ensure the completion of vital department projects.
5. Work well independently and as a member of a team.

Email cover letter, resume, and salary requirements with Job Code PAM-FDA to HR@phxart.org

**** Incomplete application submissions may not be considered ****

Job Status: full-time, regular, exempt

EOE