



Financial Analyst/Chief Financial Officer

Purpose: The Financial Analyst will be responsible for understanding the financial health of Student Agencies Inc. They will regularly meet with each business and the Executive Team to analyze how SAI's businesses are performing and convey this information regularly to the Board of Directors. They will work closely with the Controller, CEO, and President to make sure each business is financially stable and on track to meet its yearly budget.

The Financial Analyst will be promoted to Chief Financial Officer after a successful training period.

Hourly Requirement: This position requires the manager to work part-time (10-20 hours per week) during the academic year and full-time during the summer (35-40 hours per week).

Job Description

The following job description paints a more complete picture of the skills that we are looking for. The Main Responsibilities will show the broad tasks that the FA/CFO is expected to perform. Please note that many of the skills required for this position are learned and perfected during training.

Main Responsibilities:

- **Reporting**
 - Meet with each business to discuss their financial performance; conduct variance analysis of the month's performance to budget
 - Prepare forecasts and present financial data and goals to the Board of Directors
 - Maintain balance sheets, income statements, and cash flows for each business of Student Agencies, Student Agencies Properties, and the Student Agencies Foundation
- **Communications**
 - Proficiency with PowerPoint and Excel are necessary to create clear, clean presentations for Board of Directors meetings
 - Be available and able to answer financial questions, respond in a timely manner to all email inquiries from internal SAI personnel
 - Understand each business's operations and explain each business's performance from a qualitative and quantitative standpoint
- **GAAP**
 - The FA should double check their work to ensure all reports are correct and comply with GAAP standards
- **Budgeting**
 - Lead the creation of organization-wide budgets in the fall, which includes helping each business create a comprehensive and realistic budget for the following year
 - Analyze past performance data to forecast future performance
 - Work closely with the Board of Directors during this time to relay Board opinions and guide the business managers
- **Audit Committee Goals**
 - Facilitate in the auditing of Student Agencies by a third-party firm annually



- Work closely with the Controller and President during this process to successfully execute the audit
- Be prepared to answer financial questions during meetings with auditors
- **Day-to-Day/General Responsibilities**
 - Remain up to date on emails, voicemails, Board of Directors communications, etc.
 - Contribute to the overall benefit of SAI by participating in meetings, office hours, team projects, corporate recruiting/orientation/training and aiding other businesses when necessary
 - Honor all deadlines and action plans
 - Aid in the transition of the successive FA/CFO by keeping organized records and adding to the training manual
 - Foster long-term business growth and development

Necessary Skills:

- **Accounting Knowledge:** The FA must have an inherent understanding of GAAP principles as well as knowledge of basic accounting methods. The student must feel comfortable managing the finances of several businesses.
- **Microsoft Office Suite Mastery:** The FA uses Microsoft's Excel and PowerPoint frequently and must be familiar with the two platforms to successfully calculate, display, and retain important information.
- **Communication:** Since the FA is in constant communication with the Board of Directors, President, and CEO, they must feel comfortable initiating professional, concise, and effective communications with several high-ranking individuals.
- **Self-management:** The FA is responsible for various accounting and operating projects and must have strong time management skills and be willing to go above and beyond normal tasks when proposing and creating their own strategic projects.
- **Willingness to Learn:** The job is comprehensive, and though training may help, a student that proactively asks questions, is willing to learn new things, and is not afraid to ask for help will find themselves experiencing more success in the position.
- **Absolute Integrity:** The Financial Analyst is responsible for reporting accurate numbers and must possess absolute integrity throughout the process. Detail orientation, comfort with numbers and calculations, and a dedicated/positive attitude avoids unwanted inaccuracies.

What We're Looking For:

We are looking for a dedicated, enthusiastic, and passionate student who will prioritize SAI to ensure its success. The purpose of SAI is to teach students how to run their own business, so don't let a lack of experience deter you from applying. In many cases, we weigh a candidate's motivation for joining SAI, ability to self-start, and resilience over past work experience. If you exhibit any of the personal qualities requisite of the Financial Analyst/CFO and/or have relevant experience, apply today!