

Finance & Data Analyst
IDB Global FCU Accounting and Finance Department
Job Description

Full Time/Exempt Position
Reports to the Head of Finance
Location: Washington, DC

Objective

Reporting to the Head of Finance, the Finance & Data Analyst will play a vital role in supporting the finance and accounting team and contributing to the success of IDB Global Federal Credit Union. The incumbent will provide strategic and general business planning support for the Credit Union and its individual business units. Support for various functions performed in the Finance and Accounting department include month-end close, financial reporting, the annual budget processes, loan participation portfolio reporting, chart of accounts management, project support, data analytics, and ad hoc reporting and analysis.

Financial Management

- Monitor and report credit union liquidity position and cash flows. Maintain reliable processes and reporting mechanisms
- Aid in the preparation of the annual budget and quarterly forecasting
- Prepare actual-to-budget variance analysis for financial statements and performance
- Provide technical assistance and support to business unit managers regarding the development of operating and capital budgets, budget tracking, and forecasting
- Collaborate with the Accounting team to ensure month-end close is timely
- Aid in the preparation of financial reports for presentation to committees and the Board of Directors
- Develop automated reporting/forecasting tools and identify process improvements
- Monitor market trends on interest rates and other factors which might influence the pricing and availability of investment opportunities.
- Assist in the initial analysis and due diligence for the purchase of loan participations – prepares and posts monthly journal entries for remittances and keeps management informed about performance
- Prepare investment trade tickets
- Gather and submit data for processing asset liability modeling, CECL calculation, budgeting software, and NCUA Required regulatory reporting
- Perform other duties as assigned by the Head of Finance or the Chief Financial Officer

Data Analysis

- Assist in the development and implementation of the Credit Union's data strategy
- Conduct what-if financial analysis of potential strategic opportunities
- Analyze and interpret data using business intelligence tools to provide insights and support data-driven decision-making
- Analyze existing business processes to identify areas for improvement and increased efficiency
- Gather and interpret data, conduct market research, and create reports and dashboards for stakeholders
- Work collaboratively with different departments to ensure the successful implementation of business initiatives

Requirements

- Candidate will have a minimum of 2-3 years of accounting and finance and/or data-intensive experience, preferably at a credit union
- Bachelor's Degree, preferably Accounting, Finance, or data-analytics-focused specialty
- Must possess excellent interpersonal skills, including clear verbal and written communication skills
- Must be analytical with strong action-oriented decision and problem-solving skills
- Effective organizational, planning, and time management skills
- Highly proficient with Microsoft Office Suite
- Working knowledge of business intelligence tools (SQL, Power BI, other data analytics tools) preferred
- Experience with budgeting, data, and financial modeling
- Work well with diverse workgroups, business units, and group-oriented activities
- Experience in managing multiple priorities independently and/or in a team environment to achieve goals