



FINANCIAL PLANNING

Open Heart Leaders Nonprofit Organization

Organization Description :

Open Heart Leaders is a 501(c)3 charitable nonprofit organization that dedicates itself to serving marginalized, underserved communities. It is the vision of our organization to help people from diverse backgrounds in any way possible. We strive to help align the head and heart to maintain healthy relationships within one's physical, spiritual, and emotional self.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with templates for capital budgeting requirements
- Extract and analyze numbers in the current budget to improve profitability and accuracy
- Assist with income statements and general and administrative reports to present to upper management for review
- Import assumptions into budget software and analyze resulting variances vs. prior period actuals
- Compare monthly actual results to budget and prior period actuals; analyze variances and provide explanatory comments including non-recurring expenses
- Create divisional operational profit and loss statements for review
- Contribute to the forecast as needed
- Create other financial projects and program and service analyses as needed
- Work closely with accounting and finance intern
- Assist with completing grant paperwork
- Search and locate grants that fit the scope of OHL
- Build and revise budgets for current programs and services as well as future programs and services
- Build and create fundraising budgets and projected cost implementation to each one

QUALIFICATIONS AND SKILLS:

- Knowledgeable in the use of Microsoft Office and Google Suite (especially Excel/Sheets)
- Able to work well in a multi-disciplinary, team-oriented, diverse environment
- Detail-oriented
- Able to effectively organize and prioritize tasks and information

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent
- Working towards or have completed a degree in Finance, Accounting, or a related field
- At least one year of financial experience preferred
- At least one year of experience using Quickbooks preferred

TIME COMMITMENT:

- Minimum 15 hours per week
- Minimum 6 month commitment



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SALARY:

- UNPAID
- College credits may be arranged
- Work experience at an established non-profit organization

Contact:

Human Resource Department

858-256-6736

info@openheartleaders.org

www.openheartleaders.org

OFFICE LOCATION: Remote or Physical