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| <b>Job Posting #:</b> | 26FB04272026      | <b>Posting Type:</b>         | External           |
| <b>Job Title:</b>     | Financial Analyst | <b>Grade/Classification:</b> | 107/Non-Exempt     |
| <b>Department:</b>    | 14                | <b>Location:</b>             | Fredericksburg, VA |

### Job Description

#### OVERVIEW

The Financial Analyst is responsible for supporting the department's financial operations by analyzing financial data, preparing reports, and ensuring the accuracy of financial information. This position plays a key role in identifying trends, providing actionable insights, and leading budgeting, forecasting, and performance measurement. The Financial Analyst collaborates closely with leadership to facilitate informed decision-making and maintain compliance with relevant regulations and internal policies.

#### ROLE AND RESPONSIBILITIES

- Analyze financial data to identify trends, variances, and opportunities for improvement.
- Be the gatekeeper/subject-matter expert of the budgeting technology, ensuring compliance and processes are strictly adhered to ensuring high-quality budgets for the organization.
- Prepare, review, and distribute accurate financial reports for internal and external stakeholders.
- Lead budgeting and forecasting processes by compiling data, conducting variance analysis, and providing recommendations.
- Monitor and ensure the accuracy and integrity of financial information and transactions in alignment with organizational policies and regulatory requirements.
- Collaborate with accounting staff and leadership to facilitate informed decision-making and enhance financial performance.
- Assist with performance measurement by tracking key performance indicators and preparing regular financial dashboards.
- Contribute to process improvements and automation initiatives to streamline financial operations and reporting.
- Participate in audits and compliance activities by preparing documentation and supporting internal controls.
- Partner with operational organizations to provide education and insight to promote organizational understanding of financial outcomes for operational decisions.
- Other Duties/Responsibilities as assigned

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

The ideal candidate will demonstrate strong interpersonal skills, including the ability to maintain strict confidentiality when handling sensitive financial and organizational matters, along with excellent collaboration and communication skills to work effectively across departments and with executive leadership. They should possess advanced technological proficiency, with the ability to leverage digital tools and financial systems to manage, automate, and streamline accounting processes, internal controls, and external reporting. Strong decision making capabilities are essential, including critical thinking, analytical problem solving, and the ability to drive process improvements, make strategic recommendations, and create operational efficiencies. The role requires exceptional organizational skills, with the ability to prioritize tasks, manage multiple projects and deadlines, and ensure accuracy and integrity in financial data and reporting. Proven leadership skills are also necessary, including the ability to influence and inspire teams, model organizational core values, foster accountability, and provide effective coaching and feedback. Additionally, the candidate should demonstrate strategic vision by providing direction to accounting teams, supporting organizational goals through effective resource management, and serving as a key advisor to executive leadership. Experience with developing, implementing, and continuously improving internal control frameworks is required, along with a track record of driving process improvements to enhance efficiency, accuracy, and data integrity.

Candidates must hold a bachelor's degree in Accounting, Finance, Business Administration, or a closely related field, with a master's degree or advanced coursework in accounting or financial management strongly preferred. A professional certification such as a CPA or CFA is highly desirable. The position requires a minimum of three to five years of progressively responsible experience in accounting, finance, budgeting, or internal controls, along with a working knowledge of financial processes and key financial formulas. A commitment to ongoing professional development is expected, including participation in conferences, workshops, or industry seminars to maintain and enhance expertise.

This role is primarily office based and performed in person at the Fredericksburg, Virginia location. The position typically follows a standard 40 hour work week, although additional hours may be required to meet deadlines and reporting needs. Attendance at conferences throughout the year may be necessary, including occasional overnight travel. The role also requires availability to support major storm activity on a 24/7 on call basis. This position is classified as exempt.

#### HOW TO APPLY

**Internal Applicants:** Interested parties should submit an internal application via the HR HUB OR resume via [rechr@myrec.coop](mailto:rechr@myrec.coop).

**Applicants:** Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID #26FB04272026

**Deadline:** Open Until Filled

\*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.