

TITLE: Financial Planning Analyst

LOCATION: NHQ, Chicago IL

DEPT: Business Services

DATE POSTED: April 6, 2011

REPORTS TO: VP, Finance & Legal Affairs/CFO

Company Overview:

The National Black MBA Association's (NBMBA) mission is to lead in the creation of educational opportunities and economic growth for African Americans. One of its primary services is the continuous delivery of unparalleled professional development opportunities. We also hold the world's largest African American Career Fair, for employment opportunities partnering with fortune 500 companies, to leverage the opportunity to engage a diverse workforce.

The NBMBA tagline "Empowering Visionaries" exemplifies the drive and determination to be the best service-provider to the more than 350 corporate and educational partners. The membership of NBMBA represents households with incomes from \$50K – to more than \$200K across 43 National Chapters and 26 Collegiate Chapters.

The National Black MBA Association is a great place to work embracing the efficiencies of advanced technology, innovative products and unlimited opportunity. With more than 100,000 MBA's around the world, the opportunity for growth is phenomenal. This is a tremendous opportunity for a self-motivated professional looking for a challenge and ready for change. Join a winning team and discover what National Black MBA Association has to offer.

JOB SUMMARY

The role of the **Financial Planning Analyst** is to provide accurate, timely, high quality financial analysis and advice to decision-makers at the National Black MBA Association. FP&A is proactively engaged in all aspects of setting and refining strategy, major strategic analyses, and the operating budget and is a key resource for the CEO and CFO. This function acts as the business intelligence analytical engine of the association to provide insights, support and optimal business decision making.

RESPONSIBILITIES

The **FPA** is responsible for developing and linking the strategy of the NBMBA and its departments to its long range and annual operating and conference budgets. FP&A is responsible for:

- Analyzing current and past trends in key performance indicators including all areas of revenue, cost of sales, expenses and conference expenditures;
- Monitoring performance indicators, highlighting trends and analyzing causes of unexpected variance;
- Managing the strategic financial modeling, pricing and annual target-setting processes;
- Re-engineering and deploying the process for translation of strategic targets into comprehensive, well-vetted annual operating/conference budgets;
- Leading the creation and overseeing the implementation of a rigorous financial management capability to ensure delivery of annual budget results and strengthen cash flow predictability;
- Building a set of analytical resources, meaningful reporting, and methodologies to enhance decision-making support at the NBMBA;
- Evaluating and approving project feasibility of new business activities;
- Establishing methods for cost/ benefit, supply / demand and cash flow analysis for any new undertaking;
- Improving performance by evaluating processes to drive efficiencies and understand ROI in marketing, programs, event pricing and event rollouts as well as new projects; and
- Working with *Senior Leadership and Business Services Team* to assemble and quantify the necessary financial data and narrative discussion to justify projects.
 - *Analysis of financial revenues, expenses and losses*
 - *Preparation of the annual and quarterly forecasts*
 - *Preparation of the annual and quarterly budgets*

- *Variance analysis; Quantitative analysis; Statistical analysis*
- *Create financial models for forecasting*
- *Initiate enhancements and process improvements and ensure that upper management understands the financial costs*
- *Handle any reporting that is required by management*
- *Work with multiple departments and chapters*
- *Prepare presentations for Sr. Management and Board of Directors*

QUALIFICATIONS

- Business degree plus professional certification (CFA, CMA) required; MBA, Masters in related field preferred.
- A minimum of 6 years of relative work experience.
- Strong Financial Acumen and Research skills.
- Progressive responsibility in Finance organization.
- Proven leadership and consensus-building skills needed.
- Proven planning and organizational abilities necessary.
- Strong written and verbal communication skills a must.
- Extensive knowledge and ability to use word-processing, spreadsheet packages and presentations (i.e. Windows, Word, Excel, Access, Power Point, etc.); Microsoft Dynamics GP v.9; FRx Report Writer a plus.
- Ad-Hoc Reporting and Analysis; Quarterly and Monthly Financial reports; Business Intelligence Tools and Dashboard reports.
- Basic knowledge of the practices and application of management including planning, organizing, directing, and coordinating.

NBMBAA offers a competitive industry compensation and benefits package. For consideration please send your resume to:

National Black MBA Association Inc.
Attn: Human Resources Dept
180 N. Michigan Ave., Suite 1400
Chicago, IL 60601
or
Email: hr@nbmbaa.org
Fax: (312) 580-8724