An Invitation to Apply for the Position of
Financial Analyst
Collaborative for Academic, Social, and Emotional Learning (CASEL)
Chicago, Illinois
Posting Date: February 2020

Who We Are
The Collaborative for Academic, Social, and Emotional Learning (CASEL), a nonprofit organization based in Chicago, is dedicated to advancing the science and practice of social and emotional learning (SEL). CASEL’s mission is to help make evidence-based social and emotional learning (SEL) an integral part of preschool through high school education across the country. We believe that systemic educational efforts that promote students’ social and emotional competence are a key ingredient that will enable all young people in our diverse society to lead healthier, happier, more productive, and fulfilling lives.

What You’ll Bring
At CASEL, you will join a team of people with diverse backgrounds and experiences, who are inspired by our mission and highly motivated to change children’s lives through SEL in education. If you have been complimented for your communication skills, pegged as a problem solver, and proven you thrive in a fast-paced environment, you will be right at home here. We are looking for talented people who are eager to learn, embrace challenge, cultivate strong relationships, and push themselves, their work and the people around them to the next level.

Job Brief
The Financial Analyst will work under the direct supervision of the Senior Director of Finance and Business Planning, and will collaborate with other CASEL team members.

Key Responsibilities
As a Financial Analyst, your responsibilities will include:

- Improving CASEL’s visibility into the company’s financial status by analyzing results, monitoring variances, identifying trends and recommending actions to management.
  - Create monthly financial reporting and help lead grant check in meetings with internal stakeholders
  - Maintain personnel allocation reporting to help give visibility into funding status of employees
  - Assist team in pricing out new earned revenue opportunities
  - Assist in creating financial KPI’s and maintain KPI reporting on a periodic basis
- Enhancing usage of current financial software and helping to implement new software.
  - Leverage software to assist company in making better business decisions and to operate more efficiently.
  - Track and analyze employee time via Harvest.
  - Concur expense reimbursement.
  - Review QuickBooks financial software and make recommendations on more efficient usage.
  - Inform on limitations of current software and make recommendations for improvement.
- Assist with financial reporting, metrics, and financial processes around new CASEL initiatives, such as the annual SEL Exchange.
● Assist with annual budgeting and mid-year reforecast processes.
● Perform other related duties and participate in special projects as assigned.

Qualifications
● Bachelors degree in accounting, finance, statistics, business administration or other related field
● Three years of functional experience
● Comfort interacting with and explaining financial concepts to team members who may not have a finance/accounting background
● Prior experience with QuickBooks
● Ability to multi-task and to meet constant routine and non-routine deadlines
● Experience with Not-For-Profit accounting highly desired
● Willingness to work on occasional special projects that require increased hours
● Excellent project management skills, the ability to work independently and efficiently in a fast-paced environment, and to manage multiple responsibilities simultaneously
● Proven ability to work collaboratively with a team required
● Strong interpersonal skills and the ability to work with a range of stakeholders and across organizations required

Compensation
CASEL offers a competitive compensation package commensurate with experience.

To Apply
Please email a thoughtful cover letter and resume by March 6, 2020 outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to careers@casel.org. Please include the position title in the subject line of your email message. We regret that we will not be able to respond to phone inquiries about this position.

The Collaborative for Academic, Social, and Emotional Learning is an equal opportunity employer. CASEL evaluates applicants for employment on the basis of qualifications, merit, and work-related criteria without regard to race, color, religion, gender, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, medical condition, marital status or any other characteristic protected by law. CASEL employs diverse staff and values a diverse work environment.