



Connecting Those Who Serve with Those in Need to Build a Stronger Community

Loudoun Cares Contract Financial Analyst

Organization Overview

Loudoun Cares (LC) serves County residents and nonprofits by pursuing our mission of “connecting those who serve with those in need to build a stronger community”. Rarely do you find a true intermediary nonprofit organization that not only helps people in need find resources but also connects community residents that want to give back through volunteerism with the nonprofits that need support. Our ConnectLine and online Volunteer Center function as a hub connecting resources and coordinating services.

Financial Analyst Overview

We are looking for a Financial Analyst with a working knowledge of government contracting from both the nonprofit and government perspectives to support our contracts with Loudoun County. The ideal candidate should also demonstrate basic financial accounting skills and problem solving. The Financial Analyst must be able to work on his or her own initiative with limited supervision, navigate a varied set of financial software applications, and provide accurate and consistent data entry following set procedures. The ideal candidate will possess excellent oral and written communication and problem solving skills. **This position is based on contract funding through December 30, 2026.** The Financial Analyst reports to the Executive Director.

Essential Duties and Responsibilities

Essential duties and responsibilities include the following:

- Create and maintain spreadsheets to track expenditures against planned budgets
- Provide reports as requested to LC management on financial status and burn rates
- Update and maintain all spreadsheets showing funding submitted, delivered, and provide estimates for future funding to client
- Support Program Manager to process rent assistance and eviction cases and develop associated reports

Qualifications

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Over 18 years of age.
- Able to work closely with others and foster a workable, effective and productive relationship with other staff, administration, Board members and volunteers, and government agency staff.
- Possess empathy for people who are often in difficult circumstances.
- Possess excellent problem-solving skills and mature judgment.
- Possess an understanding of the significance of confidentiality and agreement to maintain this policy in all areas of agency work.
- Able to handle stress and work well under pressure.
- Able to input accurate information and manage data in various LC systems.

Specific Skills and Knowledge

Attention to detail, time management, project management experience.

Persons working in this position are expected to possess:

1. Good oral and written communication skills
2. An ability to use computer software including, but not limited to word-processing, email, spreadsheets (e.g., excel and google sheets), databases, and integrated financial applications
3. Capacity to work independently in a productive manner with minimal supervision
4. Analytical mind and organizational skills to move program along and document efficiently and effectively

Every staff employed by Loudoun Cares is expected to possess:

1. Integrity
2. High energy and a positive attitude
3. A dedication to quality and accuracy
4. An ability to work well with co-workers; especially in a small office
5. An ability to fulfill the job requirements with minimal supervision
6. Good oral and written communication skills
7. Ability to work under pressure
8. A commitment to confidentiality

Education and/or Experience

- A 4-year degree is preferred in relevant areas of studies including business administration, public administration, or human services is preferred.

Language skills

- Excellent oral communication skills, including active listening skills.
- Must be able to read, write, and speak English fluently.

Computer Skills

- Must be able to enter data, generate reports, and perform word processing tasks.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- General Office Duties

Training

- On-the-job training about non profits, human services, Loudoun Cares contracts

Community Involvement

- Promote Loudoun Cares services throughout the County, through formal and informal presentations if needed
- Attend local meetings and social events associated with the mission of Loudoun Cares. Meetings sometimes take place prior to or after normal business hours if needed.

Hours/Salary:

- Full time/Hourly (40 hrs/week)
- Position subject to funding set to expire December 31, 2026
- Flexible hours and partial remote work available to be agreed on with Executive Director
- \$21-22/hour dependent on education and experience.

Loudoun Cares is an equal opportunity employer.

TO APPLY: Send cover letter, resume, and 3 references to: Jenny Tomlinson at jenny@loudouncares.org.