

Position Title	Finance / BI Analyst
Location	1 Oakwood Blvd., Suite 250, Hollywood, Florida 33020
Employment Status	Full-time; Exempt
Reports To	Finance Manager
Supervises	N/A
Salary Range	\$65,000 - \$70,000 annually, depending on experience and qualifications

Position Summary

The Finance / BI Assistant is responsible for processing payroll, accounts receivable (AR) / accounts payable (AP), and supports the Council's budgeting, audit, grant, project, procurement, and Revolving Loan Fund (RLF) reporting functions while serving as the primary developer and administrator of Power BI financial dashboards. Reporting to the Finance Manager, the Finance / BI Analyst maintains reliable accounting records, independently analyzes and validates financial data, resolves reporting issues, and ensures that dashboards reconcile to approved financial information.

Essential Duties and Responsibilities

- Enter, review, and maintain transactions and supporting records in QuickBooks Desktop Enterprise (QBD), including timesheets, invoices, payments, deposits, and related accounting data.
- Process payroll, accounts payable, accounts receivable, billing, collections, and vendor and customer record maintenance.
- Create, maintain, and improve Power BI dashboards, semantic models, Power Query transformations, DAX measures, access controls, and scheduled refreshes.
- Extract, clean, combine, validate, and reconcile data from QBD, Excel, payroll, grants, banking, RLF, and other approved sources.
- Support the annual budgeting process, financial audit, grant drawdowns, reimbursements, match documentation, reporting, closeout, and procurement documentation.
- Maintain documentation for data sources, models, calculations, refresh procedures, reconciliations, and recurring Finance Department processes.
- Maintain organized and confidential financial records, provide backup for essential department functions, and perform other related duties as assigned.

Knowledge, Skills and Abilities

The Finance / BI Analyst will have:

- Working knowledge of US GAAP, reconciliations, accounts payable, accounts receivable, payroll support, and month-end closing.
- Demonstrated ability to develop and maintain Power BI dashboards using Power Query, DAX, data models, relationships, measures, refreshes, and troubleshooting.



- Advanced Microsoft Excel skills and working knowledge of QuickBooks Desktop or QuickBooks Enterprise.
- Ability to translate financial and operational requirements into reliable calculations, dashboards, and clear management reports.
- Strong analytical, data-quality, documentation, organizational, and problem-solving skills, with the ability to exercise discretion and independent judgment within assigned responsibilities.
- Ability to manage recurring deadlines, protect confidential information, communicate issues promptly, and work effectively with internal and external stakeholders.
- Ability to work well with people.

Education and Experience

- Bachelor's degree in Accounting, Finance, Business Administration, Information Systems, Business Analytics, Data Analytics, or a related field preferred; equivalent relevant education and experience may be considered.
- At least three years of experience in accounting, financial analysis, business intelligence, financial reporting, or a related role.
- Professional experience developing Power BI dashboards with Power Query, and DAX required; QuickBooks Enterprise and mid-advanced Excel experience required.
- Governmental, nonprofit, grant-funded, fund-accounting, public-sector, or revolving loan fund experience preferred.

Physical and Environmental Requirements

Work is primarily performed in an office environment and requires extended computer use. Reasonable accommodations may be provided to enable qualified individuals to perform the essential functions.

Salary and Benefits

Benefits are provided in accordance with Council policy.

Equal Employment Opportunity

SFRPC is an Equal Opportunity Employer. Employment decisions are made without regard to any status protected by applicable law. Reasonable accommodations are available to qualified individuals with disabilities.

Application Instructions

Please submit a resume describing relevant experience and qualifications to sfadmin@sfrpc.com.