

## Organization Summary:

Newtrax, Inc., White Bear Lake, MN  
www.newtrax.org

Newtrax is a 501(c)(3) tax exempt corporation formed in 2011 through an innovative collaboration of two Day Training and Habilitation (DT&H) agencies - Merrick, Inc. and PAI, Inc. We exist to coordinate critical transportation services, informational technology services, and other back office services for “member organizations,” who provide vocational and social support to adults with intellectual/developmental disabilities (IDD). Our mission is to increase the potential of each member organization to advance their charitable mission more effectively and with greater efficiency

The Financial Analyst position will lead the company’s financial support to member organizations to strengthen their ability to support adults with intellectual and developmental disabilities. This position will provide overall financial analysis support to Newtrax members that includes supporting in-depth monthly management reporting and analysis, forecasts, annual operating plan, and financial models in an expanding service environment.

Job Title:	Financial Analyst	Location:	Twin Cities metro area
Category:	Finance	Closing:	Feb. 1, 2019
Job Type:	Full Time	Wage:	Dependent on Qualifications

### **Responsibilities**

Work with the leadership team to develop and maintain in-depth timely financial and operational reporting and analysis for management and the Board of Directors. The analysis should detail appropriate revenue and expense drivers with the goal of recommendations on how to best manage financial stability. Analysis should include, but is not limited, to the following areas:

- Income Statement
- Balance Sheet
- Statement of Cash Flows
- Department Budget and Forecast
- Key operating measurements
- Enrollment Data
- Utilization

In addition, this position will provide:

- Annual department budgets
- Monthly forecast updates
- Ownership of both existing operational reports and new report requests
- Build on or redevelop existing board reporting templates in Excel spreadsheets
- Evaluation, identification, and
- Ad hoc modeling projects as assigned including data mining and analysis from Filemaker database
- Book keeping backup

### **Knowledge and Skills:**

1. Excellent analytical skills, strong teamwork and interpersonal experience, and a high degree of attention to detail with an ability to work independently, successfully under deadlines, manage multiple projects, and motivate others to perform at maximum efficiency without sacrificing quality.
2. Exceptional skills with financial software and Excel is required and proficiency in Word and PowerPoint desirable with an ability to aggregate and present data from a variety of different sources.
3. Mature and ethical judgment in highly confidential situations with an ability to deal effectively with highly sensitive and/or confidential financial information and situations.

4. Ability to evaluate, identify, and advise management regarding financial health, risks and opportunities.
5. Develop and maintain working knowledge of member expectations, requirements, and policies to ensure Newtrax alignment.
6. Ability to work effectively in a team environment, developing and maintaining consistently effective working relationships.
7. Ability to present financial information effectively to a variety of audiences.

**Qualifications**

1. Bachelor's Degree in Accounting, Finance, Business Administration or related field with 2+ years of relevant accounting experience. Experience with non-profit accounting preferred.
2. Ability to pass criminal background checks, motor vehicle record checks and drug/alcohol tests following a conditional job offer as well as throughout the course of employment; and maintain First Aid, and CPR certification.
3. 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. While performing the duties of this job, the employee must (i) be able to continually sit, stand, walk, talk, and hear throughout each work day; (ii) be able to regularly stoop, bend, kneel, twist, and run; (iii) use hands to continually finger, handle, assist, grasp, and feel; (iv) regularly reach, push, and pull with hands and arms; and (v) regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

This is a full-time position and eligible for benefits.

How to Apply:

Please fill out job application at:

Newtrax, Inc.  
3700 Hwy 61 N  
White Bear Lake, MN 55110

Or

[www.newtrax.org](http://www.newtrax.org)

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