



POSITION ANNOUNCEMENT

Temporary Business Analyst

Effective with the release of this position announcement, Winrock International is recruiting applicants for a Temporary Business Analyst for its Operations unit. The responsibilities, duties and qualifications are described in the attached position description.

GENERAL: Winrock International is a nonprofit organization that works with people in the United States and around the world to increase economic opportunity, sustain natural resources, and protect the environment. Winrock matches innovative approaches in agriculture, natural resources management, clean energy, and leadership development with the unique needs of its partners. By linking local individuals and communities with new ideas and technology, Winrock is increasing long-term productivity, equity, and responsible resource management to benefit the poor and disadvantaged of the world.

SALARY: The annual salary will be commensurate with qualifications and experience.

APPLICATIONS: Applicants may go to Winrock's job page at <https://www.winrock.org/join-us/careers/job-openings/> to complete an online application, submit a current resume and cover letter referencing **Temporary Business Analyst**. Winrock International is an equal opportunity and affirmative action employer.

POSITION DESCRIPTION

TITLE: Temporary Business Analyst

LOCATION: Arlington, VA

UNIT/GROUP: Finance & Accounting

REPORTS TO: Business Analyst

Summary:

The temporary Business Analyst will assist in preparing routine monthly reports and support the annual budgeting/forecasting process. In addition, the position will assist in the implementation of the new Corporate Performance Management system – Prophix.

Essential Responsibilities:

- Assist in the preparation and distribution of monthly Project Status Analysis (PSA) report
- Assist in the annual budgeting/forecasting process by updating existing forecast templates and distributing to appropriate staff
- Participate in meetings, as needed, to assist in the implementation of Prophix
- Assist in data entry into Prophix system and data validation
- Assist in responding to various requests from staff
- Perform and complete special projects and other financial duties as requested

Education:

- Bachelor's degree (or equivalent years of experience) in Finance, Accounting or General Business preferred

Experience:

- 3-5 years' experience in the support of financial management activities

Skills:

- Knowledge of financial data and reports
- Proficient in Microsoft software programs, Excel a must
- Familiarity with other software programs and databases, Prophix a plus
- Strong attention to detail
- Possess analytical and conceptual skills
- Ability to work and stay on task independently
- Ability to perform tasks within a designated timeframe