



**Job Title:** Financial Analyst

**Position Summary:**

The Michael J. Fox Foundation (MJFF) is seeking top talent for its Financial Analyst position. Reporting to the Vice President, Financial Planning and Analysis and working closely with the Senior Financial Analyst for Admin and Financial Reporting, this role will support financial reporting and analysis including net assets additions and releases and preparing financial statements. This position will include being directly involved in preparing senior management presentations and reporting.

We are seeking someone with a strong analytical background, financial acumen, aptitude towards systems and excellent communication skills.

**Primary Duties & Responsibilities:**

- Maintain analysis, reporting and management presentations. This includes preparing weekly dashboard, quarterly and multi-year financial statements, programmatic and net asset reporting
- Perform variance analysis such as actual vs forecast, identifying variances, and collate commentary
- Become an advanced user of visualization software to develop dashboards and build graphs (MJFF currently uses DOMO)
- Become an advanced user of enterprise planning software to develop modeling, forecasting and reports and be able to provide support to other users (MJFF currently uses Workday Adaptive Insights software)
- Work with accounting team in maintaining estimates for allocations and perform data quality controls between General Ledger and the enterprise planning software
- Actively participate and at times lead process improvements
- Remain abreast of current best practice in analytics to consistently bring innovation

**Qualifications and Skills:**

- Proven history of success in financial analysis and reporting or a related field
- Expertise in forecasting and reporting using software such as Workday Adaptive Insights
- Knowledge of Financial Statements and Accounting desirable
- Knowledge of visualization software such as DOMO a plus
- Agile in working on multiple deliverables, operating independently and comfortable in dealing with ambiguity
- Proficiency in Excel and PowerPoint

**Salary and Benefits:**

The salary range for this position is \$75,000 - \$90,000. In addition to salary, The Michael J. Fox Foundation for Parkinson's Research (MJFF) offers a comprehensive benefits package, including:

- 15+ options for medical insurance (with MJFF paying 90 percent of the premiums)
- Competitive dental and vision plans
- 401(k) plan with 6 percent employer contribution
- Flexible spending accounts
- Employer paid life and disability insurance
- 18 days Paid Time Off (PTO); 12 Well-Being (Sick) Days; 1 Floating Holiday; summer Fridays (office closure at 2pm) and a summer holiday week over July 4.
- Two ways of working: hybrid-flex, or remote work. We trust all employees to work closely with their manager and colleagues to determine when, where and how programs and projects get done.

Employees are also eligible for a discretionary bonus on an annual basis. MJFF provides staff and leadership cultivation through regular training courses and events.

**How to Apply:**

Interested candidates should submit a resume and thoughtful cover letter describing through examples, their specific qualifications and interest in the position. If you think that your skills are transferable and can add value to this role, please apply. Applicants who best match the position's needs will be contacted.

**About Us:**

The Michael J. Fox Foundation for Parkinson's Research (MJFF) was founded in 2000 with one clear objective: accelerating meaningful therapeutic advances and, ultimately, a cure for Parkinson's disease (PD). The Foundation applies extraordinary scientific, business and media assets to this singular focus—thus creating a unique and dynamic organization. Since inception, MJFF has quickly grown into the largest nonprofit funder of Parkinson's disease research, having funded over \$1.75 billion in research projects in both academic and industry labs worldwide.

Visit [www.michaeljfox.org](http://www.michaeljfox.org) for more information.

**Vaccination Statement**

At The Michael J. Fox Foundation (MJFF), the health and safety of our team and our community is a priority. MJFF has made the decision to require all staff receive the COVID-19 vaccine as a condition of employment. Successful applicants for this position must be fully vaccinated by date of hire and proof of vaccine is required. Full vaccination is defined as two weeks after both doses of two-dose vaccine or two weeks after a single-dose vaccine has been administered. Anyone unable to be vaccinated, because of medical or religious reasons, can request a reasonable accommodation for consideration.

***MJFF is an equal opportunity employer. The Michael J. Fox Foundation strongly encourages applications from individuals who will contribute to our efforts to build and support a diverse,***

***equitable and inclusive workforce. Diversity may refer to characteristics including, but not limited to, race, religion, ethnicity, sex, gender identity, sexual orientation, socioeconomic circumstance, geographic background, ability and disability, political ideology and age.***