

## Job Description

### Revenue Analyst

5-month Term Position

#### Description

The Revenue Analyst is employed by the Northern Hills Community Association (NHCA) and is accountable to the Executive Director or person designated as Acting Executive Director. Governed by the Mission Statement and working within the policies and procedures of the Association. The Revenue Analyst conducts research on the NHCA's revenue model and financial planning, identifies revenue control risks and opportunities, and provides insights and suggestions on way to improve revenue growth and financial forecasting.

#### Availability

- 25 Hours per week on an hourly rate of \$27
- Flexibility in hours is required

#### Roles

- Review and analysis of the NHCA's fund development infrastructure
- Provision of findings, recommendations, and revenue plan

#### Responsibilities

- Conduct an in-depth research and SWOT analysis of existing revenue generation infrastructure
- Work with Finance and Fund Development committees
- Create a Multi-year Revenue Plan which will encompass revenue control risks and plans, insights and suggestions for improvement of revenue growth, financial forecasting, and the monitoring and evaluation of their effectiveness
- Create a public report on the methodology of the conducted in depth financial analysis and fund development evaluation
- Provide an initial implementation strategy
- Other duties as assigned by the Executive Director in consultation with the Fund Development Committee

#### Requirements

- Accounting Designation, Business Management, finance, analytic, or audited experience
- Experience with non-profit organizations is preferred
- Knowledge of MS Office Suite applications, accounting softwares, and data mining applications
- Strong analytical, communication and presentation skills
- Collaborative and Team working mindset

#### Application

Submit your application with your resume, cover letter and qualifications to the Executive Director – [exec.director@nhca.ca](mailto:exec.director@nhca.ca) by 8:00 am MST on February 21, 2022.

*We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, degree completion, or disability status.*