

Call for Applicants

Business Analyst

Title: Business Analyst
Reports to: Chief Financial Officer (CFO)
Location: La Mirada, California
Travel: Mainly within California

Position Summary

The Business Analyst will report directly to the Chief Financial Officer (CFO) and play a pivotal role in the organization by supporting accounting and business operations including system and process development, implementation, and integration. The successful candidate will bring a proven track record in cross-functional collaboration, as this role will require you to incorporate feedback from accounting leadership, executive management, and key participants in other functional areas.

Key Success Factors

- Expertise in accounting functions and systems
- Ability to analyze business problems and data in order to develop recommendations
- Strength in identifying and prioritizing business needs
- Proficient with principles and practices used in the development of contracts, legal language, and terminology

Responsibilities

- Serve as a liaison and consultative link between Accounting, Project Management, Operations, and Engineering teams
- Use data analytics to bridge the gap between IT and business
- Analyze and evaluate and document business processes, workflow mapping, process improvements, system, and functional requirements
- Research, analyze, and help implement automation into Accounting and general business processes
- Responsible for tracking financial data to analyze in support of business and reporting requirements, and ad hoc requests (tracking cost against PO and open PO)
- Perform risk-based analysis of new projects and in-flight projects to determine and mitigate potential financial issues
- Work closely with cross-functional teams to create financial and business models for new services

- Track department and project level budgets vs actuals reporting and associated variance analysis
- Create process maps to help capture internal workflows and identify areas of opportunity
- Review and assess existing contracts and potential contracts for financial and business operations risk
- Track all contracts for impact on expenditures and revenue
- Participate in the annual request for proposal (RFP) processes
- Participate in annual E-Rate process, including but not limited to the reconciliation of applications
- Compile, write, and present reports as necessary

Preferred Qualifications

- Bachelor's degree in accounting, finance, business administration, or information management
- Ability to make accurate projections using business mathematics and applying accounting practices
- Experience working with government agencies, higher education, nonprofit organizations
- Experience in the telecommunications industry
- Experience with enterprise resource planning

Why work at CENIC?

- **Company Culture:** CENIC thrives in a collaborative environment of small teams to provide the maximum opportunity to make a big difference.
- **Community Engagement:** CENIC works with research and education institutions in the largest state economy in the United States. The work you do has meaning and impact.
- **Health Benefits:** CENIC has generous medical benefits, as well as dental, vision, and life insurance.
- **Paid Time Off:** CENIC offers liberal vacation, holidays, and sick leave.
- **Investment in Your Future:** CENIC contributes to your 403(b) and matches your contributions of up to 10% of your salary to help you save for your future.

Location

CENIC has two California offices, one in La Mirada and another in Berkeley. The Business Analyst will be based out of the La Mirada office.

Equal Opportunity Employer

CENIC is proud of the diversity of our staff and of those we serve and will not deny employment on the basis of race, national origin, ethnic identification, religion, age, sex, gender identity, sexual orientation, color, or disability; neither will CENIC discriminate against any employees on the basis of the above.

Applications

We are taking applications until the position is filled. To apply, please send your resume and any additional information to careers@cenic.org with the subject, "Business Analyst".

Applicants must be currently authorized to work in the United States on a full-time basis.