



Budget Analyst

Location: Hybrid, Durham, NC

Hours: 40 hours/week

Level: Mid-level

Compensation: \$57,114 – \$67,047/hour

Description:

Croatan Institute is an independent, nonprofit research and action institute whose mission is to build social equity and ecological resilience by leveraging finance to create pathways to a just economy.

Our work at the nexus of finance, social equity, and ecological resilience addresses the following cross-cutting themes:

Accountability	Farming & Forestry
Business & Human Rights	Food Systems
Climate Solutions	Frameworks & Data Analytics
Equity & Inclusion	Resilient Communities

Since the Institute's launch in 2014, we have rapidly established a reputation for rigorous, cutting-edge research and advocacy on a wide range of issues in sustainable finance and resilient economic development. The Institute's team includes a group of committed, interdisciplinary scholars, scientists, financial activists, advocates, and analysts who have developed a reputation for delivering rigorous research and actionable insight working on issues at the intersection of finance and social equity, and inclusion, climate change solutions, farming and forestry, food systems, institutional accountability, business and human rights, and resilient communities, as well as by developing useful frameworks and data analytics for sustainable and impact investing. Headquartered in the Research Triangle of North Carolina, Croatan Institute has a networked team based across the South, Mid-Atlantic, Northeast, Midwest, and abroad.

Details:

Croatan Institute seeks a full-time Budget Analyst to manage the organization's budget, perform bookkeeping tasks, and assist with financial forecasting. The ideal candidate will be expected to work hybrid with in-office hours at least one day each week at Croatan's dynamic downtown Durham, NC workspace.

Major responsibilities include:

- Support the development of the organization's annual budget.
- Manage day-to-day financial transactions and reconciliation, including accounts payable and accounts receivable.
- Categorize expenses, ensuring adherence to budgetary guidelines.
- Monitor budgetary performance and expenses and cash-flow, making recommendations for adjustments as needed to maintain the organization's budget.
- Analyze financial data to identify trends, opportunities, and potential risks. Prepare periodic financial reports and presentations to communicate budget status to management, staff, and external stakeholders, including board, donors, and fiscally sponsored projects.
- Help with agenda-setting and outreach for regular staff-board Finance Committee meetings.
- Conduct cost-benefit analyses and financial modeling to support decision-making.
- Provide insights and recommendations to support long-term financial planning.
- Collaborate with project managers to assess and analyze project budgets and find ways to increase organizational capacity.

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- Assist in grant and proposal preparation and reporting as needed.
- Assist the accountant with the preparation of quarterly and annual reporting.
- Work cooperatively with external auditor in preparation of audited financial statements and Form 990 and other necessary filings.
- Ensure compliance with all relevant financial regulations and reporting requirements.
- Support the Institute's headquarter office as needed, including conducting in-person bank tasks and regularly checking PO Box.

This role includes but is not limited to the listed responsibilities.

Qualifications and Expectations

- Bachelor's degree in finance, accounting, or a related field.
- Proven experience as a budget analyst or financial analyst, with at least 2 years in a similar role.
- Strong understanding of financial principles, budgeting, and forecasting.
- Proficiency in financial software and tools, such as Excel and QuickBooks.
- Excellent analytical and problem-solving skills.
- Detail-oriented with strong organizational skills.
- Strong communication and interpersonal skills.
- Knowledge of non-profit financial management and compliance is a plus.
- Certified Public Accountant (CPA) certification is a plus.
- Familiarity with Salesforce and with payroll platforms such as Gusto a plus.
- Flexible and cooperative work ethic in a collegial, entrepreneurial nonprofit culture.
- A strong interest in the Institute's mission.

Compensation

Compensation will be commensurate with education and experience. To ensure pay equity, all salaries are set according to the expectations of the role and take into account geographic cost of living differences. Since the starting pay for this job is equal to others at the same level throughout the organization, we do not negotiate on salary. We have a transparent organizational culture when it comes to pay rates so that people do not have to negotiate since negotiation within work cultures has repeatedly been shown to disadvantage various kinds of people.

In addition to the salary, Croatan Institute offers a competitive benefits package, including opportunities to join our group medical, dental, and vision insurance, paid time off (12 holidays and 15 personal days) for full-time-equivalent employees, employer contributions to either medical insurance or a health stipend, and a 3% employer contribution to a retirement plan, which is immediately vested.

Croatan Institute is committed to promoting diversity within its team while employing the best-qualified person for each job. We are an equal opportunity employer that strongly encourages candidates from diverse backgrounds to apply, and our team leverages its professional networks to increase the diversity of applicant pools. Our team also works internally to engage in frank conversations around bias, equity, and justice in order to support an inclusive workplace and culture.

How to apply

Candidates should complete [this form](#) and upload a resume and three references.

Applications will be reviewed on a rolling basis. We will start reviewing applications in mid-January, so we strongly encourage early applications. We will continue to accept applications until the position is filled. No calls or preliminary inquiries, please.

For more information about Croatan Institute, please visit www.croataninstitute.org