

**Title:** Financial Analyst  
**Reports to:** Vice President Operations  
**Job Type:** Full Time  
**Location:** Remote, with some travel expected for MAG events  
**Application:** For consideration, submit applications [here](#).

## Job Summary

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The Financial Analyst requires high productivity and high responsiveness to inquiries and stakeholder needs, excellent resolution skills, and the ability to self-assess shifting priorities to ensure obligations are met. This role requires the ability to communicate challenges or technical information in a non-technical manner to management and internal content/business owners and stakeholders is important.

- Self-starter with the ability to collaborate in a team environment.
- Excellent analytical skills.
- Excellent communication skills both written and verbal at all levels externally and internally including Board level.
- Excellent time management skills and meticulous attention to detail.
- Effectively work in a fast-paced environment with frequently changing priorities, deadlines, and workloads.
- Meet established deadlines and handle multiple customer service demands from internal and external customers, within set expectations for service excellence.
- Work independently to manage multiple assignments while keeping content owners informed of the progress.

## Responsibilities

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The Financial Analyst responsibilities include, but are not limited to, working with the leadership team and key external advisors to ensure the MAG financial reports are accurate. In addition, work with the teams to maximize return on project investments and identify savings for both ongoing and project-related expenses.

- Analyze historical and current financial data to understand MAG's financial status.
- Develop predictive financial models to support MAG's decision-making.
- Work with staff on developing and tracking key performance indicators.
- Study industry-specific research and available data to predict trends.
- Create organizational competitive analysis on a regular basis.
- Work with staff to develop a forecasting model for membership and sponsorship that includes revenue, churn, and conference needs.
- Develop forecasting tools to automate financial data analysis.
- Work with the staff of the accounting provider to ensure proper accounting is done.
- Work with external financial advisors on investment strategy and execution.
- Deliver support for the expense management system (Concur).
- Prepare necessary reports for the MAG Board and Leadership team.
- Review all contracts for financial impact and savings.
- Assist with creation of standard business process documentation.
- Assist with other operations duties as needed.

## Technical Background

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- Proven experience working as a financial analyst
- Proficiency in spreadsheets, databases, and financial software
- Excellent reporting, presenting, and communication skills
- Strategic thinking and organizational skills
- Proven analytical and financial modeling skills
- Knowledge of the MS Office Suite, Word, PowerPoint, and Excel
- Knowledge of expense management solutions (prefer Concur)
- Proficient project management skills (Monday.com)

## Qualifications

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### Education Level:

Bachelor's Degree or Associate degree in finance, economics or statistics, or related field required and a minimum of 2-4 years of experience in financial analysis. Ideally, the candidate will have experience with association management or non-for-profit finance.

## MAG Employee Benefits

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Interested candidates can view the current MAG Employee Benefits [here on our website](#)

## About the MAG

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The Merchant Advisory Group (MAG) plays a vital role in helping merchants and the industry shape innovative approaches to payments. Providing unparalleled collaboration and networking opportunities for merchants and sponsors, the MAG collaborates with industry stakeholders and advocates for merchants' interests. The MAG represents over 150 U.S. merchants which account for over \$4.8 Trillion in annual sales at over 580,000 locations across the U.S. and online. Roughly \$3.5 Trillion of those sales and over 100 billion card payments are electronic which represents approximately 62%\* of total U.S. card volume. MAG members employ over 14 million associates.

*\*Source of Total U.S. card volumes: Federal Reserve Payments Study 2019*

The Merchant Advisory Group is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, sexual orientation, gender identity, national origin or ancestry, age, disability or veteran status or other protected status.