



Analyst, Financial Planning & Analysis

Location: Primarily Remote with Occasional Travel

We believe in a world in which every human life is valued, and health and human dignity are shared by all.

We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children, and their communities - [learn more about our values in action here](#), and see our work [here](#).

We believe in people.

We strive to live out our core values of **collaboration, love, excellence, accountability, and respect** every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all people of diverse backgrounds to apply.

Overview

The Finance Department is responsible for the provision of cross-cutting, client-focused services in the areas of accounting, budget, treasury, information technology, administration, and grants. These strategic, operational, knowledge, and accountability-based services add significant value to the successful fulfillment of CMMB's global strategy.

The Analyst, Financial Planning & Analysis will provide essential analytical and operational support to the Senior Director, FP&A and global finance teams. This position assists with budgeting, forecasting, financial reporting, data management, and systems work to help ensure accurate and timely financial information across CMMB's global operations.

This is a hands-on, detail-oriented role ideal for someone looking to grow in nonprofit financial planning and analysis, while contributing to a mission-driven, global organization.

Responsibilities & Accountabilities

Budgeting & Forecasting Support

- Assist in preparing annual operating budgets and periodic reforecasts
- Support Country Office and US teams in completing budget templates and gathering required financial inputs
- Help consolidate budget submissions and ensure consistency and accuracy across regions and departments
- Assist in updating budget assumptions, schedules, and financial planning tools throughout the year

Financial Reporting & Analysis

- Assist in preparing monthly variance reports comparing actual results to budget and forecast
- Support updating recurring financial dashboards and reporting packages used by FP&A and senior leadership



- Perform routine financial analyses to support decision-making, including data checks and reconciliations
- Contribute to ad-hoc analyses as assigned by the Senior Director, FP&A

Data Management & Systems

- Assist in extracting, cleaning, and organizing financial data from NetSuite and other systems
- Maintain consistent account coding, categorization, and data accuracy across all financial inputs
- Support system enhancements, user testing, and documentation related to budgeting and reporting tools

Cross-Functional Collaboration

- Communicate with Country Office finance teams to gather missing information, resolve inconsistencies, and support budget preparation
- Assist in coordinating workflows between FP&A and Accounting related to shared processes, timing, and reporting needs
- Provide reliable and responsive support to internal stakeholders across global offices

Other Responsibilities

- Assist with journal entries, reconciliations, or basic accounting tasks as needed
- Identify opportunities to streamline financial processes, improve templates, and enhance reporting workflows
- Perform other duties as assigned to support the FP&A team and broader Finance operations

Qualifications

- Bachelor's degree in finance, accounting, economics, business, or related field
- 3-5 years of experience in FP&A, accounting, data management, or related roles
- Advanced Excel skills, including pivot tables, formulas, and data manipulation
- Experience with NetSuite or similar ERP systems required
- Strong analytical skills with exceptional attention to detail
- Ability to manage multiple tasks, prioritize effectively, and work in a dynamic environment
- Excellent communication and organizational skills

CMMB is committed to fair and equitable compensation practices.

The pay for this role starts at \$65,000 - \$90,000. Actual compensation packages are based on several factors that are unique to each candidate, including but not limited to skill set, depth of experience, certifications, and specific work location. This may be different in other locations due to differences in the cost of labor.

EEO Statement:

At CMMB, we embrace diversity and demonstrate compassion towards all people—it is one of our core values. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. CMMB is proud to be an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. CMMB strictly



prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, creed or religion, color, national origin, disability, predisposing genetic characteristics, marital status, sex, gender, gender identity, gender expression, pregnancy, age, sexual orientation, military or veteran status, citizenship, status as a victim of domestic violence, or any other protected classification under applicable federal, state, or local laws. This statement applies to all terms and conditions of employment. CMMB is committed to fostering an inclusive and accessible experience for all job seekers-- If reasonable accommodation is needed, you may contact us at pcc@cmmmb.org.

To learn more about us, visit our website at www.cmmmb.org and apply here: [Application Link](#).