

# Brookland Baptist Church

## Vacancy Announcement

<b>Job Title:</b>  Senior Financial Analyst	<b>Vacancy #:</b>  2019 - 08	<b>Number of Vacancies:</b>  1	<b>Type of Position:</b> <input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Exempt/Salaried	<b>Opening Date:</b>  07/09/19	<b>Closing Date:</b>  07/20/19
<b>Contact: For additional information, please contact</b>  Veronica Bailey (803) 796-7525			<b>Mail your application package to:</b>  Veronica Bailey Brookland Baptist Church P. O. Box 2093 Columbia, SC 29202		

### Primary Duties and Responsibilities:

- Assist in monthly close activities by preparing reconciliations for selected general ledger accounts.
- Responsible for Fixed Assets accounting. Input asset purchases into Fixed Asset module and run depreciation entries to interface with general ledger. Reconcile Fixed Asset module to general ledger.
- Coordinate, run and distribute payroll. Prepare and distribute timelines for payroll processing. Review hourly data within Time Clock module and run interface to Financial Management Payroll System. Process payroll and request funding.
- Develop and provide reporting for Clearing House (fund-raising activities.)
- Assist in the development of the annual budget.
- Resource for annual Audit.
- Grant Coordinator. Contact potential funding sources for all Brookland Entities to discuss eligibility requirements, criteria, interest, and potential programs. Develop, write, package and submit grant proposals. Maintain ongoing relationships with funding contacts.
- Assist with special financial, budget related, and business related studies and projects.
- Provide ad hoc analysis as requested.

### Requirements:

- Self-starter with impeccable ethics and integrity.
- Maintain confidential and sensitive information.
- Strong analytical and organizational skills.
- Proficient in Excel and other Microsoft Office Suite applications.
- Proven verbal and written communication skills and the ability to effectively communicate with different levels of the organization.
- Demonstrated knowledge of accrual accounting concepts and financial statement analysis.
- Experience in preparing financial management reports.
- Demonstrated ability to work within tight deadlines and timelines, with proven experience in completing tasks on time and attention to details.
- Track record in identifying process improvements and successfully implementing change.
- Must have excellent interpersonal and leadership skills and a professional demeanor.
- A Bachelor's Degree in Finance or Accounting or equivalent work experience.
- Minimum of 3 – 5 years of experience in finance, planning and analysis.
- Thrive in a fast-paced environment.
- Balance multiple and competing projects and meet necessary deadlines with limited supervision.

**Applications must be RECEIVED at the address listed above by the closing date.  
No hand delivered or faxed application packets will be accepted.**

## **GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:**

### 1. **EVALUATION METHOD**

Qualified applicants may be further evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's experience and education as outlined in the application packet.

Applicants are encouraged to submit a concise, narrative statement (no more than 1 typed page) addressing how their background meets each of the Knowledge, Skills and Abilities (KSAs) listed below. Failure to do so may result in a lower score in the evaluation process.

On a separate sheet of paper describe specific experience, projects, and training which show that you possess the following knowledge, skills and abilities.

#### **Knowledge, Skills and Abilities:**

- 1) Knowledge of the principles and procedures of financial and management accounting and analysis, funds control, and fiscal forecasting.
- 2) Knowledge of accounting systems and reporting requirements.
- 3) Skill in analyzing and evaluating data.
- 4) Skill in interpreting and applying complex rules and regulations.
- 5) Skill in oral and written communication.
- 6) Ability to research and communicate with potential grant funders.
- 7) Ability to use internet as a resource for information.

### 1. **HOW TO APPLY**

Applicants must submit a complete packet, which consists of the application, resume and a narrative on the above Knowledge, Skills and Abilities. This packet should be mailed to the address given on the Vacancy Announcement by the Closing Date.

### 2. **OTHER REQUIREMENTS AND INFORMATION**

To be considered, the application packet must be received or postmarked no later than the deadline indicated on the announcement.

Relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation.

The selected applicant will be subject to drug testing.

### 3. **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

There will be no discrimination because of color, race, national origin, politics, marital status, disability, age, sex, sexual orientation or membership in an employee organization.