

# Brookland Baptist Church

## Vacancy Announcement

<b>Job Title:</b> <b>Financial Analyst – Temporary</b>	<b>Vacancy #:</b> 2022-08	<b>Number of Vacancies:</b> 1	<b>Type of position:</b> Full-time Temporary Hourly	<b>Opening Date:</b> 09/06/22	<b>Closing Date:</b> Until Filled
<b>Contact:</b> For additional information please contact  Lorraine Jennings Accounting Manager 803-796-7525			<b>Email or Mail your application package to:</b>  <a href="mailto:ljennings@brookland.cc">ljennings@brookland.cc</a>  Lorraine Jennings, Accounting Manager Brookland Baptist Church PO Box 2093, Columbia, SC 29202		

### Primary Duties and Responsibilities:

- Understand and utilize the Shelby Financial Module for all functions related to Accounts Payable (A/P), Accounts Receivable (A/R), and General Ledger maintenance.
- Assist the Lead Financial Analyst with timely and accurate payment of bills for the general church operations, payroll-related operations, ministry funding requests, Community Resource Centers, Affiliated Entities and any and all other bill payment functions.
  - Review each invoice to ensure proper authorization, understanding of and adherence to terms while maximizing cash flow.
  - Ensure expenses are correctly recorded in the general ledger.
  - Allocate and invoice expenses incurred by the Church as appropriate
  - Ensure availability of funds for bill payment.
  - Responsible for monthly credit card bill paying process. Enter charges to correct general ledger accounts.
- Responsible for Accounts Receivable process
  - Assist with enhancing accounts receivable process
  - Invoice Customers
  - Track payments and payments due
  - Ensure receivables are correctly recorded/reflected in the general ledger
  - Maintain the accuracy of accounts receivable.
- Perform assigned responsibilities related to monthly close process.
- Assist with other duties and special projects as assigned.

**Applications must be RECEIVED at the address listed above by email or mail. No faxed applications will be accepted.**

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

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

- Interested applicants must submit a completed application and current resume via email or mail to the address given on the Vacancy Announcement by the Closing Date
- 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.
- Relocation expenses will not be authorized.

- Employment is contingent upon the satisfactory completion of a background investigation.
- The selected applicant may be subject to drug testing by urinalysis prior to appointment.

2. **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Except where otherwise provided by law, there will be no discrimination because of color, race, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.