

# Brookland Baptist Church

## Vacancy Announcement

<b>Job Title:</b> <b>Financial Analyst</b>	<b>Vacancy #:</b> 2017-17	<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> 09/08/17	<b>Closing Date:</b> Until Filled
<b>Contact:</b> For additional information please visit our website at <a href="http://www.brooklandbaptist.org">www.brooklandbaptist.org</a> or call 803.796.7525			<b>Mail your application package to:</b> Brookland Baptist Church, Job Search, 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.
- Responsible for timely and accurate payment of bills for the general church operations, payroll-related operations, ministry funding requests, CRC Facilities, 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 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 cutting checks for all approved mission offerings.
- Prepare and distribute form 1099 to appropriate vendors and taxing authorities. Prepare and file form 1096.
- Participate in financial review meetings.
- Back-up for general ledger account maintenance – create and set up new accounts and redesign financial statements when accounts are added.
- Perform assigned responsibilities related to Annual Budget Preparation.
- Assist with external/internal audits
- Assist CFO with other duties and special projects as assigned.

### Requirements:

- Minimum of Associate degree in Business Administration with emphasis in accounting or finance. Related experience may be substituted for the associate degree on a year-for-year basis. Any equivalent combination of education and experience can be substituted for consideration.
- Computer literate and efficient with MS Office (MS Word, Excel and PowerPoint). Prior experience with financial modules is preferred.
- The ability to work within a fast-paced environment that requires creativity, initiative, flexibility and non-traditional work hours.
- The ability to demonstrate effective verbal and written communication skills.
- Balanced in temperament and the ability to effectively work with persons of varied backgrounds.
- Must be able to establish and maintain effective working relationships with members and staff.

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

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

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

- Interested applicants must submit a completed application and current resume via 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.