

Brookland Baptist Church

Vacancy Announcement

Job Title: Senior Financial Analyst	Vacancy #: 	Number of Vacancies: 1	Type of Position: <input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Exempt/Salaried	Opening Date: 5/29/2025	Closing Date: Until filled
Contact: For additional information, please contact Elaine Brown Human Resources Director (803) 796-7525			Email or Mail your application package to: ebrown@brookland.cc Elaine Brown, Human Resources Director Brookland Baptist Church P. O. Box 2093 Columbia, SC 29202		
Primary Duties and Responsibilities: <ul style="list-style-type: none">• Financial Statement Reporting & Analysis<ul style="list-style-type: none">○ Prepare journal entries and supporting documentation as assigned on a timely basis.○ Analyze income/expense trends and budget variances and prepare financial statements.○ Perform special financial projects to help improve profitability.• Fixed Assets Accounting<ul style="list-style-type: none">○ Create and manage a system of acquisition, tracking, disposition, recording depreciation and general ledger/fixed assets system reconciliation.• Grants Support<ul style="list-style-type: none">○ Assist Directors/Department Heads with preparation of grant proposals/applications.○ Provide financial information for grant proposals/application.○ Coordinate post-award grant financial functions, including account setup, invoicing, payments, financial reporting (internal and external) and assist with grants-related payroll and audits.○ Keeps abreast of regulatory and other grants-related compliance requirements.○ Ensure compliance and consistency of all vendor agreements as well as funding availability.• Assist with special financial, budget-related, and business-related studies and projects to include company audits.					

Requirements:

- A Bachelor's Degree in Finance or Accounting or equivalent work experience.
- Minimum of 3 – 5 years of experience in finance, planning and analysis.
- Demonstrated knowledge of accrual accounting concepts and financial statement analysis and reporting.
- Experience in grant management financial functions.
- Self-starter with impeccable ethics and integrity.
- Strong analytical, organizational and technical 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 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.
- 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.