**FIRST MOUNT ZION BAPTIST CHURCH**

**FINANCIAL ANALYST VACANCY ANNOUNCEMENT**

**JOB DETAILS**

**Pay**: $65K - $75K; salary offer will be based on a combination of education and experience.

**Job Type**: Full-time, Exempt.

**Benefits**:

37-hour week (8:30am-4:30pm, Mon.-Thu.); (8:30am-1:30pm, Fri.).

401K with employee matching up to 4% after one year of employment

Federal paid holidays

Health Insurance

Life Insurance

Paid time off (up to 240 hours of accrued vacation leave can be carried over).

**Supervisory Responsibility**: Yes, supervising one part-time accounts payable/payroll clerk.

**Schedule**: Monday – Friday; must be willing to occasionally work evenings and weekends.

**Work Location**: Dumfries, VA. This position offers a *hybrid* office/work from home opportunity after successfully completing six months of employment.

**FULL DESCRIPTION**

*About Us*

First Mount Zion Baptist Church (FMZBC) is a large, vibrant, and thriving church located just minutes away from Interstate 95. Located in the historic town of Dumfries, Virginia, Prince William County, approximately twenty-eight miles south of our nation’s capital, Washington D.C., and approximately seventy-eight miles north of Virginia’s state capital, Richmond, VA. It is minutes away from Quantico Marine Corp Base, and approximately ten miles from Fort Belvoir Army Post. FMZBC is well-respected and influentially known in the community and state. We are a progressive church that welcomes all. FMZBC is committed to advancing a noble vision and mission that focuses on community outreach and addressing some pressing issues of our time. Our church staff works in a professional environment, where teamwork is valued, and all individuals are respected and appreciated for their skills and talents. We believe in maintaining a positive workplace environment.

*Job Title*: Financial Analyst

*Job Summary*: FMZBC has an immediate need for a Financial Analyst. We are seeking an initiative-taking individual. The Financial Analyst will contribute to the overall financial stability and growth of FMZBC by enabling and supporting the church’s everyday financial operations. The Financial Analyst reports to the Church Business Administrator. The Financial Analyst performs essential accounting, finance, and budget duties. This individual must be capable of working independently and be self-motivated to accomplish and complete assigned work. Must possess strong interpersonal and communication skills to effectively interact, collaborate, and partner with church staff, ministry leaders, and church members.

**Responsibilities include**:

Accounting:

* Performs church accounting work, including recording all church expenditures, verifying financial entries from multiple sources, preparing journal entries, and reconciling general ledger and subsidiary accounts.
* Ensures purchase requisitions are accurate, processed and approved timely; verifies payments, and ensures payments are charged to the appropriate accounts.
* Provides oversight of accounts payable processing and payroll data entries; makes or approves payroll adjustments.
* Processes accounts receivables.
* Manages the online eGiving program; verifies electronic posts, interacts with third-party vendors, and responds to inquiries and questions.
* Reconciles monthly bank statements; verifies deposits, investigates and resolves errors and mistakes; makes financial accounting system adjustments.
* Assists with annual financial audit; gathers necessary account information and documents; makes journal corrections based on audit findings.
* Assists with budget preparation and tracking.
* Conducts financial and trend analysis.
* Prepares end-of-year financial contribution statements.

*Report Generation*:

* Prepares monthly and annual financial reports such as income and expense, balance sheets, contracts, and budget status.
* Produces ad hoc financial reports.

*Payroll*:

* Enters payroll data into payroll system and makes necessary payroll adjustments.

*Other*:

* Provides guidance, education, and training on current and new financial programs.
* Prepares and presents information at various church and staff meetings.
* Makes recommendations on ways to enhance financial operations.

**Qualifications/Skills**:

* Knowledge of non-profit accounting procedures.
* Thorough understanding of and ability to apply Generally Accepted Accounting Principles.
* Thorough understanding of and ability to apply Generally Accepted Auditing Standards.
* Ability to perform general financial accounting.
* Ability to perform budget administration and analysis.
* Ability to organize work and handle multiple priorities by determining resource needs and sequence of activities.
* Ability to communicate effectively, both orally and in writing.
* Ability to deal tactfully, responsively, and equitably with people.
* Ability to consider and respond appropriately to the needs and feelings of different people in different situations.
* Ability to analyze problems, make sound, well-informed, and objective decisions.
* Ability to maintain confidential and meticulous records.
* Ability to use accounting and payroll software.
* Highly proficient with Microsoft Office 365 (Word, Excel, PowerPoint, Teams & SharePoint).
* Experience with virtual meeting platforms like Zoom.

*Additional Requirements*:

* Must possess a valid driver's license.
* Willing to undergo a background check.

*Education and Experience:*

* Bachelor’s degree in accounting or related field with three or more years of experience in accounting or related field.

Or

* Associate degree in accounting or related field with five or more years of experience in accounting or related field.

We offer our employees an incredibly competitive salary and benefits package. We are looking for an individual with the talents and skills required to contribute to our organization’s growth and success. We are an Equal Opportunity Employer.

To Apply: Submit resume and cover letter to [employment@firstmountzionbc.org](mailto:employment@firstmountzionbc.org)

through this posting by July 12, 2024.