

Financial Analyst

Organization / Location	<i>Trinity Baptist Church, Raleigh NC</i>
Position Category	<i>Finance</i>
Immediate Supervisor	<i>Financial Administrator</i>
Hours	<i>Part-time</i>
Positions Supervised	<i>N/A</i>
Status	<i>Non-Exempt</i>

Summary of Position

We are seeking a detailed-oriented and organized Finance analyst to support the day-to-day operations of Trinity Baptist Church. The ideal candidate will be responsible for processing invoices, ensuring timely and accurate payments, reconciling accounts and maintaining compliance with internal policies.

General duties and responsibilities

- Process vendor invoices and employee expense reports with accuracy and timeliness, including coordinating proper approvals from committees, staff and church leaders
- Research and resolve discrepancies or payment issues
- Maintain and update vendor files
- Track and submit data for sales tax refunds
- Support monthly, quarterly, and annual close processes
- Support the Finance Administrator in budget activities
- Ensure compliance with church financial policies and escalate non-compliance issues to the Finance Administrator
- Assist with Agreed Upon Procedures performed by external CPA firm
- Serve as backup to the Finance Administrator

Preferred Job Qualifications

- Degree in Accounting or related field
- Minimum of 2 years of experience in accounts payable or general accounting, preferably in a nonprofit setting
- Proficiency in Microsoft Excel
- Excellent attention to detail, organizational skills, and ability to prioritize tasks
- Strong communication skills and customer service oriented
- Experience with process improvements and system implementations a plus