

Financial Analyst

JOB DESCRIPTION

The Financial Analyst is accountable for performing and overseeing daily accounting activities for the College. The Financial Analyst supports the mission and objectives of the College and reports to the Director of Operations.

JOB RESPONSIBILITIES

- Collaborating with the Director of Operations and the President to develop an annual budget. Conducting ongoing budget analysis to report the College's financial position, with respect to the budget to the Director of Operations and the President.
- Communicating to the Director of Operations and the President how unanticipated changes in revenue and spending impact the budget, and recommending strategies to mitigate deficits or maximize surpluses.
- Working with the Director of Operations to identify leading indicators that enable accurate budget forecasting, tracking those indicators and assisting in communicating them to the President and Cabinet.
- Assist in development of one-, three-, and five-year pro-forma budgets that reflect the College's mission and aid the Director of Operations in achieving financial sustainability.
- Meeting with the Director of Operations and Board of Trustee Finance Committee prior to the three annual BOT meetings to prepare recommendations for the full BOT with respect to key financial metrics.
- Providing a written report to the Director of Operations prior to the three BOT Annual Meetings, and assisting the Director of Operations in presenting the details of the College's financial standing.
- Distribute a monthly financial dashboard to the President and Cabinet for inclusion in the President's monthly dashboard to the BOT.
- Overseeing the receipt and dispersal of Federal and State student financial aid, and observing all government regulations with respect to the same.
- Preparing and maintaining accounting records, including student financial accounts.

JOB QUALIFICATIONS

- Knowledge of generally accepted accounting principles, policies, process, and business ethics. Strong analytical and communication skills; must be adept at working independently and with groups or teams; ability to timely start, organize and complete financial and other projects.
- Experience in higher education, with experience in Christian higher education preferred.
- Prior accounting experience with non-profit organizations.
- Experience in MS Office, including Excel, Word, and PowerPoint.
- The ability to foster strong customer service that leads to positive engagement with multiple constituencies, including students, faculty and staff, and alumni.
- An understanding and respect for the mission of Great Lakes Christian College, and the desire to contribute to the mission's success.
- Professes belief in the Bible as the Word of God, shall agree and support the Doctrinal Statement as stated in Article 3.2 of the By-laws.
- A degree in accounting/finance, or equivalent work experience in accounting/finance .

Email btarrant@glcc.edu for inquiries or to submit a resume.