



TITLE:

Financial Analyst

DEPARTMENT: Office of the Financial Secretary

LOCATION: Memphis, TN - Onsite

EMPLOYMENT STATUS: Full-Time (35-40 Hours)

FLSA STATUS: Exempt Salaried

ESTIMATED PAY RANGE: \$75,000 - \$90,000 Annually

JOB SUMMARY/OBJECTIVE

A Financial Analyst's primary role is to analyze the past and present financial data of the organization and estimate future revenues and expenditures. The Financial Analyst will oversee financial functions, such as assessing, auditing, planning, budgeting, consolidation, cost control and project control across the operations of the National Church.

PRIMARY JOB DUTIES: include the following. Other duties may be assigned.

- The Financial Analyst's work will generally require analyzing financial data and provide forecasting support, to include:
 - Organizing data into accessible reports and perform various types of analysis using key metrics such as yearly growth, return on assets, return on equity and annual Church earnings.
 - Evaluating and analyzing capital expenditures, depreciation, proposals, investment opportunities, operating records, financial statements, etc.
 - Studying the Church's financial data to give advice for its overall financial strategy.
- Analyzing current and past financial data and performance
- Preparing reports and projections based on continual analysis
- Evaluating the Church's current capital expenditures and depreciation
- Where appropriate, exploring investment opportunities
- Collaborating with other financial teams (Board of Trustees, The Office of the Treasurer, The Office of the Financial Secretary and The Executive Finance Council) to review financial information, data, updates and reports;
- Provide financial models and forecasting

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE:

- **Minimum Experience:**
 - 2-3 Years' professional experience in working for a non-profit organization.
 - Well versed in GAAP standard

- **Minimum Education:**
 - Bachelor's degree in Accounting, Finance or a related area

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 20 pounds. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and reach with hands and arms.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate noise. Office work environment.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable

Please submit resumes to hr@cogic.org