



## JOB TITLE: Budget Analyst II

---

Reports To: Chief Financial Officer  
Prepared by: Human Resources

---

FLSA Status: Exempt  
Date: August 2019

### **SUMMARY:**

This position supports multi-departmental budgeting requirements at ASBC. The position will perform professional level work in analyzing budgetary data, budgetary requests, presentation budget plans to groups, preparing various types of budgets, interpret and applying budget guidelines. The Budget Analyst II will serve as the primary support to ministry leaders for budgets, fund requests, contracts and permits; to allow for continued smooth programming operations and growth. The position is responsible for coordinating the budget development, submission, approval, and execution process. This position is responsible for ensuring budget owners adhere to budget submissions and fund request processing deadlines. This position is responsible for tracking ministry program expenditures to ensure all expenses are authorized and do not exceed budgets. This position will work directly with ministries and small group leaders, staff, and external stakeholders. This position is the primary liaison to the finance department; for fund requests, contracts, permits and acts as the liaison to the budget committee for owners' budgets. This is a highly collaborative role, that also requires a great deal of autonomy, good judgment, and the ability to see multiple projects through to completion with minimal errors. This is a full-time, exempt position which reports directly to the CFO.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Budget Analyst II's primary responsibilities include but are not limited to the following:

- Train ministry leaders, staff, management on the budget process, budget policy, and budget software and continuously keep leaders up-to-date on relevant changes.
- Collaborate with budget owners to develop annual budgets, and staff to develop church-wide programming budgets (e.g., Lenten Season, Conventions).
- Coordinate the submission of ministry budgets to the Ministry Programming department.
- Coordinate the approval of new programming requested in annual ministry budgets, and apply budget policy to develop final ministry and church-wide programming and event budgets.

- Gather, assemble, and format data and prepare preliminary analysis for ministry budget preparation; assist in preparation and presentation of preliminary and final budget documents; and prepare ministry budget presentation materials.
- Communicate status of budget approvals to budget owners to include approved budget amount and final approved budget.
- Maintain data and systems for budget tracking and reporting, and generate reports.
- Ensure fund request processing deadlines are adhered to and fund requests are complete and accurate to include all required signatures and supporting documentation such as invoices, original receipts, and W9 forms. Track and log fund requests and expenditures.
- Analyze and evaluate requests from ministry leaders and departments for changes in budget allocations throughout the budget year.
- Collaborate with staff and budget owners to secure contracts and permits, and ensure obligations are in line with approved programming and funding.
- Monitor permit and contract invoicing timelines to ensure timely payments to vendor and availability of flow-thru or budget funds.
- Liaise with all department to address and resolve fund request submissions, payment issues, and other budget related concerns.
- Track expenditures and continuously monitor church-wide programming budgets ministry budgets and; Keep operational departments, project teams, and budget owners informed of the budget status.
- Submit monthly and quarterly reports on ministry and church-wide programming budgets; submit post-event reports, and advise of possible over-expenditures or problems.
- Develop budget guidelines, best practices and standards, and make recommendations for policy.

## **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.

## **COMPETENCIES**

1. Decision Making.
2. Financial Management.
3. Problem Solving/Analysis.
4. Thoroughness.
5. Time Management

## **SUPERVISORY RESPONSIBILITY**

This position has no direct supervisory responsibilities, but does serve as resource or the budget owners.

**EDUCATION, CERTIFICATIONS AND LICENSES:**

- Bachelor’s degree in business with a concentration or major in Accounting with an MBA is preferred.
- Four years of related experience in non-profit and event budgeting.
- Four years of related experience in preparing budget presentations and presenting to groups or Boards.

**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.

While performing the duties of this job, the employee is regularly required to sit, use hands to handle, fingers to feel, and talk. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance; stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**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 moderate.

Salary Grade:08

**Equal Opportunity:**

Alfred Street Baptist Church is an Equal Opportunity Employer and does not discriminate due to age, sex, religion, race, color, national origin, disability, marital status, veteran status, or any other factor prohibited by law. Qualified candidates of all backgrounds are encouraged to apply.

Open until September 6 , 2019.