



JOB TITLE: BUDGET ANALYST II

SUMMARY:

Alfred Street Baptist Church (ASBC) is excited to announce our search for our **Budget Analyst II**. Our church has over 10,000 members and continues to grow “Building Disciples to Win the World for Christ.” ASBC has over 80 ministries to meet member needs. We seek top performers who can advance the work of the Lord. We seek people who have much to offer and are dedicated servants of God. We also seek those individuals who are upbeat, loyal, resourceful, and are dedicated to working to fulfill our mission.

The full-time Budget Analyst II will work under the direction of the Chief Financial Officer. This position supports multi-departmental budgeting requirements at ASBC. 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. The position will perform professional level work in analyzing budgetary data, budgetary requests, presenting budget plans to groups, preparing various types of budgets, interpret and applying budget guidelines. 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 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Train ministry leaders, staff, and 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.

MINIMUM QUALIFICATIONS:

- A clear testimony of faith and a vital, personal, and growing relationship with Christian beliefs evidenced by attitude and behavior.
- Embrace and adapt to growth, change, innovation and creativity.
- Use appropriate judgment in the areas of discretion, sensitivity and leadership.
- Ability to create positive working relationships with a diverse group of people and volunteers including gender, ethnicity, age, sexual orientation, culture and skill level differences.
- Strong work ethic and commitment to excellence.
- Maintain cooperative, healthy, and motivating relationships with leadership team, colleagues and volunteers.
- Excellent customer service, interpersonal, verbal and written communication skills.
- Proficiency in Microsoft Office Suite.

CORE COMPETENCIES REQUIRED:

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the organization; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Attention to Detail: Consistently attends to the many small pieces, which must be assembled into an organization as a whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Initiative: Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.

Integrity and Trust: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and responding with constancy of purpose; is seen by others as trustworthy and authentic.

EDUCATION, CERTIFICATIONS AND LICENSES:

- Bachelor's degree in business with a concentration or major in Accounting. 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

As a condition of employment, all employees hired after October 1, 2021 are required to be fully vaccinated for COVID-19 and able to provide proof of such vaccination. To make application for a medical or religious exemption, please contact the Human Resources Department.

APPLICATION PROCESS

Qualified candidates should submit a cover letter, resume, and list of three references using our online application system.