

CHURCH OF THE CITY

Position Description

Name:
Job Title: Budget Analyst
Department: Central Support
Reports To: Director of Finance
FLSA Status: Salary Exempt
Hire Date: 3/1/20

Summary

This role serves as a systems administrator for organizational accounting software, executes daily bookkeeping functions, and publishes monthly financial statements.

Essential Duties and Responsibilities (Other duties may be assigned):

- Represents and upholds the culture of Church of the City by demonstrating a strong work ethic, positive attitude, and learning posture.
- Aplos Accounting Software Administrator:
 - ensures beginning year, monthly and end of year balances accurate for bank accounts, including designated fund balances.
 - reconciles bank statements and updates Aplos fund balances monthly.
 - generates journal entries (recurring and stand-alone) in Aplos, involving basic accounting principles.
 - produces monthly budget vs actual spending reports for all ministries for all churches.
 - produces monthly financials (Income Statement, Balance Sheet, Statement of Cash Flows) for Director of Finance.
 - Creates template and inputs annual budget into Aplos/Accounting Software and tracks monthly progress.
 - measures associated metrics:
 - Salaries/wages/benefits/taxes to the previous year's total revenue.
 - Maintenance & Repair (PM) per sq ft for FR and SH.
 - Utility Average (YOY)
 - Measures ROI for Energy Mgmt Initiatives
 - Amex Restaurant Expenses (YOY)
 - Projects
 - \$ per child/youth
 - IT by headcount/staff

"Lord, I have heard of your fame; I stand in awe of your deeds, Lord. Repeat them in our day, in our time make them known;" Hab 3:2 (NIV)

- CS fees as percentage of church budgets
- CS fees per attendee
- American Express reconciliation to Expensify for 90+ Amex cards on a monthly basis.
- Consolidated Metrics Systems Administrator:
 - constructs and maintains financial and discipleship-related google spreadsheets

Required Competencies/Skills:

- Executes vision.
- Solution Generator.
- Solid communicator.
- Seeks facts and understanding. Collaboration Preference.
- Manages upward.
- Holds team accountable in a life-giving manner.
- Highly Empathetic. Listener.

Supervisory Responsibilities

No staff, but indirectly oversees budgets and those who input metrics.

Qualifications

A Christian in submission to the authority of the Scriptures and the Holy Spirit, as evident in lifestyle. Subscribes to and is in full agreement with Church of the City's Statement of Faith. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The criteria listed below are representative of the knowledge, skill, experience and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Qualifications include but are not limited to:

Education: A High School Level education, or its equivalent, with a baccalaureate degree preferred. Pursue 12 hours of Continuing Education in the related field per year. Earn a relevant role certificate every 24 months (or enrolled in a higher education pursuit such as a bachelor's or master's degree).

Skills: Must have general computer skills including a working knowledge of Microsoft Office, and iMac; protects confidential information; knowledge of general business practices; possess a strong work ethic; strong organizational skills and pays high attention to detail; strong communication skills (written and verbal); ability to adhere to deadlines and execute on tasks and handle multiple, diverse assignments; produce quality work and be accountable; manage time; ability to work well in teams; demonstrated ability to be innovative and suggest changes/improvements within scope of work; anticipates needs and creates efficient and effective processes; self-starter, self motivated and takes responsibility/ownership of tasks; thinks outside the box proactively, strategically and analytically; consistently takes initiative; demonstrate flexibility and adaptability to changing situations; demonstrate a high level of customer service, friendliness, and phone etiquette consistent with the

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culture of the organization.

Must become a stakeholder within ninety days of employment.

Experience: A satisfactory equivalent of education, training and experience in related fields and/or educational disciplines, sufficient to qualify for the requirements of the position.

Acknowledgement

I certify that I have read and understand the preceding description of my job. COTC is an At-Will and equal opportunity employer. All of our employment decisions (e.g., recruiting, hiring, training, promoting, compensating and terminating) will be made in accordance with applicable laws and regulations.

Name

Date

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