**North American Mission Board**

**Job Description**

**Job Title:** Financial Analyst

**Group:** Budgeting / Procurement

**Team:** Financial Services Team

**Location:** Alpharetta

**Reports to:** Financial Services Manager

**Exempt/nonexempt** Exempt

**Southern Baptist Required:** Yes

**SUMMARY**

This position supports NAMB’s ministry objectives in catalyzing church plants, mobilizing missionaries, and leading in evangelism through supporting the budgeting and procurement functions within NAMB’s Financial Services. This role must have at least a basic knowledge of all NAMB’s financial services, systems and policies and will provide proactive customer service to NAMB’s employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following and other duties as assigned:

1. Assists NAMB’s teams by preparing Budgeting, Financial Reports, Variance Analysis and Financial Forecasts.
2. Advises ministry teams of all NAMB’s financial services, systems and policies in order to be prepared to answer questions from NAMB employees related to expense reporting, budgeting and other general accounting questions.
3. Manages the business contract life cycle including execution, renewal, policy compliance, and overall contract management
4. Facilitates the RFP (request for proposal) process for large contracts
5. Develops and maintains relationships with suppliers through regular touch point meetings

**CHRISTIAN WALK**

Evidences of a mature and growing Christian walk characterized by Paul in 1 Timothy 3 and Titus 1. Personal wisdom and sufficiency are grounded in Christ, with a life submitted to God’s authority n all things, including sharing Christ. Demonstrates an active prayer life, gives regularly to the work of the church and readily applies scripture to personal and professional situations.

**SUPERVISORY RESPONSIBILITES**

May coordinate the daily workflow of other team support staff and volunteers on an as needed basis.

**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 and/or EXPERIENCE**

High school diploma and three years’ experience in related field, or equivalent combination of education and experience.

**COMMUNICATION SKILLS**

Must have the ability to understand and communicate in English. Accurate spelling, grammar, punctuation, capitalization and business writing essential. Ability to respond to common inquiries from customers.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide all units of measure, using whole number, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS, ABILITIES, QUALIFICATIONS**

Microsoft Excel is required. Microsoft Word, PowerPoint and Outlook are preferred. Use of simple copiers and office machines necessary. Typing skills required at no less than 55 words per minute; prefer 65 or more.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

**PERSONAL QUALITIES**

Enjoys healthy, affirming relationships with spouse, family, neighbors and friends. Exhibits integrity in professional and personal life. Modest in dress and deportment. Aware of personal strengths and shortcomings and benefits from constructive criticism. Is a member of a local church and takes an active role as time permits. Demonstrates energy, with a bright, positive affect, warmth and genuine interest in people.