

POSITION DESCRIPTION

POSITION: Financial Analyst **STATUS:** Non-Exempt

REPORTS TO: Vice President of Finance

NATURE AND SCOPE

The Financial Analyst coordinates certain accounting, control, project management and retirement plan activities within Covenant Ministries of Benevolence "CMB". This position also interacts with Plan participants, CMB's affiliates, the Evangelical Covenant Church and Covenant Trust Company.

PRIMARY JOB DUTIES

- Manages CMB accounts payable/accounts receivable and cash flow
- Assists in preparation of financial statements and accounting close
- Prepares financial and accounting reporting as requested
- Supports Covenant Initiatives for Care "CIC" Vice President with various financial and development projects
- Serves as a primary contact for the various CMB retirement programs, both with vendors and participants. Directs inquiries to the appropriate resources and is responsible for tracking requests and issues resolution
- Other duties as assigned by CMB management

EXPECTATIONS

- Bachelor's degree, preferably in an appropriately related field (finance, accounting, business administration)
- Two years of work experience preferred
- Experience with MS Office, MS Excel proficiency required
- Ability to relate to and effectively communicate within a timely manner with colleagues, vendors and plan participants
- Considerable initiative, judgment and planning skills are required
- Broad-gauged individual that focuses on the larger issues, yet is sensitive to detail
- Position requires personal philosophy congruent with the tenets of the Evangelical Covenant Church

OTHER INFORMATION

In performance of duties, this position may use a telephone, computer, printer, copy machine and other related office equipment. This position may also have occasion to travel outside of the office.

COVENANT MINISTRIES OF BENEVOLENCE

CMB administers a large family of ministries on behalf of the Evangelical Covenant Church, ranging from an acute care hospital to continuing care retirement communities. We extend the reach of other ministries of the church by contributing financial and intellectual capital. CMB offers a comprehensive compensation and benefit plan to employees.

To apply for this position, please send your resume to Marit Johnson Awes at mjaws@cmb.org