



POSITION: Financial Analyst
DATE: May 2022
TYPE: Full-Time, Exempt
REPORTS TO: Senior Vice President of Finance, Covenant Ministries of Benevolence

PURPOSE OF POSITION

This position within the CMB organization, is responsible for various accounting, financial analysis, and operational support activities. CMB serves as the holding company for various affiliates of the Evangelical Covenant Church, and this role is an integral part in supporting financial operations of both the CMB office and external parties. The position interacts regularly with CMB leadership, affiliates, and advisors.

KEY RESPONSIBILITIES

This financial analyst reports directly to the Senior Vice President of Finance of CMB. In performance of duties, this position provides financial analysis, accounting support and works on various projects in support of CMB leadership.

- Provide periodic updates to CMB leadership on financial performance
- Update various schedules, prepare journal entries, and perform uploads needed for period end close (monthly, quarterly, YE).
- Produce board and management financial reports.
- In collaboration with CMB management, lead insurance renewal process and ongoing data tracking for CMB combined insurance programs.
- Support CMB leadership in annual budget process and analysis.
- Participate in special projects as requested by CMB leadership and other duties as assigned.

QUALIFICATIONS

- This position requires a Bachelor of Arts or Bachelor of Science degree in business, finance, accounting or an equivalent combination of education and experience. Candidates must be comfortable with basic finance and accounting concepts. The position requires a desire to work with CMB and its various services within its affiliates.
- Strong organizational and time management skills are required. The position demands accuracy and the ability to maintain confidentiality. Proficiency with Microsoft Office suite is required. The person must be tactful and possess good verbal and written communication skills in order to effectively communicate with a variety of people and personalities. Candidates must have good inter-personal relationship skills. Initiative, leadership skills and the ability to follow through are essential. The individual must be able to establish priorities and work with minimal supervision.

- This position must be readily available and helpful in assisting inquiries pertaining to various components within CMB, including gathering information and helping to determine a solution.

REQUIREMENTS

- The Financial Analyst position requires the ability and comfort to work in both a virtual/remote office setting, as well as congregate office space in the Chicagoland area.
- Occasional travel for work (2-4 times per year) may be required, trips typically lasting 2-3 days each.
- This position requires occasional handling of lightweight materials and the physical ability to use various types of IS equipment.

BENEFITS FOR FULL TIME EMPLOYEESS

- Competitive salary
- Medical, dental and vision insurance
- Employer paid group term life and disability
- Paid Time Off (PTO) & paid holidays
- 403(b) with a 3% employer match
- Various voluntary benefits:
 - Life, AD&D
 - Tuition assistance and scholarships
 - Employee assistance program
 - Legal services, home/auto insurance, discount purchasing program
 - Pet Insurance

**NEXT STEPS:

If you, or someone you know, is a good fit for this position, then:

- Send an updated resume/CV and cover letter to KPagani@cmb.org
- Be sure:
 - ✓ You put “CMB Financial Analyst Position” in the Subject line and
 - ✓ Your cover letter concisely explains why your experience is relevant to this role