

## **Our Lady of Lourdes Parish and School**

### **Position description: Financial Analyst**

The Financial Analyst is responsible for database maintenance, financial analysis, accounts payable, and accounts receivable for Lourdes Classical Catholic School and Our Lady of Lourdes Parish. The Financial Analyst is someone who thrives in a small team environment, is detail-oriented, and has strong organizational and communication skills. Reporting to the Accounting Manager, the Financial Analyst has a “can do” attitude and is generous, personable and candid.

#### **Responsibilities:**

- Data entry (parishioner and school databases) including posting of payments and pledges.
- Monthly, quarterly, annual and ad hoc financial analysis, including analysis supporting major parish and school initiatives.
- Assists the Accounting Manager with month-end close process, account reconciliations and financial reporting.
- Works closely with school staff to ensure timely billing and collection of tuition and other school-related payment. Interacts with parents to resolve account discrepancies and follow up on past due accounts.
- Works closely with the development team, providing timely and accurate donation information.
- Prepares donor tax letters.
- Performs all accounts payable functions including analysis of invoices/expense reports, account coding, and disbursements.
- Ensures compliance with vendor documentation requirements (contracts, insurance, W-9s, etc).

#### **Qualifications/Skills:**

- Bachelor's or Associate's degree preferred.
- Ability to maintain a high level of accuracy in preparing and entering information.
- Excellent time management skills, able to manage multiple projects and prioritize responsibilities.
- Skilled at problem solving, identifying issues and collaborating across the organization to design and implement solutions.
- Superior computer literacy; experience with database management and reporting strongly preferred; experience with basic accounting systems preferred.
- Expert in Microsoft Excel, and proficient in Word, and PowerPoint.
- Excellent customer service skills and professionalism.
- Has a positive attitude toward the Catholic Church, her teachings, and her work and refrains from conduct in contradiction with Catholic doctrines or morals.