

Arizona Christian University
Position Description

Position Title	Financial Reporting Analyst	Date Updated:	8-2-2017
Position Pay:	60,000 to 75,000 annually		
Reports to:	Chief Financial Officer	Department:	Business
Direct Reports (if any):	Accounts Payable Manager	FSLA Status:	Exempt
Position Summary:			
<ol style="list-style-type: none"> 1. Prepare Corporate Financial Reporting <ol style="list-style-type: none"> a. Board b. Departmental c. Budget d. General Management Reports 2. Funds Management and Cash Forecasting 3. Accounts Payable, Purchase Order Process and Accounting 4. Data Analytics <ol style="list-style-type: none"> a. Results of Operations b. Extract data from ERP system and General Ledger. Perform analyses as necessary c. Historical trends and forecasts 5. General Ledger Analysis and Balancing 6. Provide support to yearly audit with external auditors 7. Manage the overall budget process <ol style="list-style-type: none"> a. Annual b. Reforecast 8. Administrator of General Ledger System 			
Prerequisite Qualifications:			
<ol style="list-style-type: none"> 1. Education: <ul style="list-style-type: none"> • Bachelor’s Degree in Business or Accounting 2. Experience: <ul style="list-style-type: none"> • At least 4 years of practical experience in accounting and analytics • Active knowledge of General Ledger accounting systems with integrated Accounts Payable, Purchase Orders and Financial Reporting – Blackbaud Financial Edge Accounting System, a plus • Data Extracts into EXCEL for pivot tables and analytics 			
Duties, Tasks, Responsibilities (List as many categories as necessary):			
<ol style="list-style-type: none"> 1. Monthly, quarterly and annual financial statements 2. Data analysis, comments and recommendations 3. Manage daily funds position and reporting 4. Work closely with Controller for regular financial close process and financial reporting 5. Communication with Budget Owners as to quarterly results and variance analysis & reporting 6. Manage and maintain General Ledger Accounting System – Financial Edge 7. Analyze quarterly budget results, make comments & recommendations to CFO, Controller and Executive Management 			
Working Conditions:			
<ol style="list-style-type: none"> A. Position requires the incumbent to sit for long periods of time, stand, walk, kneel, bend, reach, lift 20lbs. 			