

## JOB DESCRIPTION

### Roman Catholic Diocese of Orange, Pastoral Center

POSITION TITLE:	Financial Analyst / Sr. Financial Analyst
JOB CLASSIFICATION:	Exempt
WORK LOCATION:	Onsite – Garden Grove
DEPARTMENT:	Finance and Accounting
REPORTS TO:	Finance Manager
PAY RANGE:	\$90K - \$120K

#### Summary:

The Financial Analyst / Sr. Financial Analyst is a key member of the organization and will provide clear and insightful information for the diocese, parishes, and schools that will be used to make key business decisions and track progress toward achievement of objectives. We are a highly motivated, nimble, and collaborative organization, and strive to deliver best-in-class service.

#### Key Responsibilities:

Works under direction and priorities set by the Director of Pastoral Center Finance and with the assistance of the Finance Manager on the following:

- Create Power BI reports that are highly insightful sourcing data from our Azure data lake platform.
- Design, develop, automate, and publish department financials using Power BI.
- Enhance and automate existing financial reports and processes in NetSuite and Excel.
- Coordinate, compile, and update annual budgets for the organization.
- Prepare monthly and annual financial statement package and related variance analysis and supporting schedules in accordance with GAAP.
- Provide year-end financial audit support.
- Prepare ad-hoc analysis and executive presentations in Excel, PowerPoint, and Power BI.
- Other responsibilities and projects as assigned.

#### Qualifications:

- Bachelor's degree in Accounting or Finance.
- 3+ years of relevant experience.
- Ability to convey information effectively in an organized and succinct manner through charts, written narratives, and oral communication.
- Effective time management and prioritization.
- Advanced skills in computer systems and tools required for this position.
- Accurate, detail oriented, and quick learner.
- Self-motivated and proactive.
- Ability to work and respond with positive attitude under pressure.
- Provides excellent customer service.
- Strict standard of confidentiality and ethics.
- Alignment with the mission of the Catholic Church.
- Practicing Roman Catholic.
- Church or other non-profit experience a plus.