

Position Description

Job title	Finance Business Partner
WTS Level	
Reports to	Director of Finance

Job purpose

This is a full-time, in-person position designed to help the Director of Finance produce budgeting and forecasting reports and walk department leaders through those results, maintain the general ledger, assist with the monthly close, and prepare for the annual audit.

Duties and responsibilities

1. Budgeting and forecasting (50%)
 - a. Provide visibility to department leaders of financial status including providing insightful interpretations of financial data
 - b. Work with department leaders to build well-supported financial projections
 - c. Compile monthly, quarterly, and annual reports for the leadership team
2. General Ledger and monthly close (30%)
 - a. Assist with the month-end close, posting allocation journal entries and ad hoc entries where necessary
 - b. Perform bank reconciliations, investment reconciliations, and inter-system reconciliations
3. Assist with planning and PBCs for the annual audit (10%)
4. Other responsibilities as required by supervisor (10%)

Qualifications

Skills

- Accurate, detail oriented, and possessing strong analytical skills
- Excellent communication skills in all areas, including written
- Excellent organizational skills
- Aptitude for accounting and mathematics, with problem solving skills
- Excellent computer skills. Proficiency in Microsoft Excel required
- Experience in using Sage Intacct preferred
- Orientation to customer service
- Advanced administrative skills required
- Intermediate technological skills required

Qualifications

- Bachelor's degree in accounting or a related field preferred
- Two to five years' of experience in finance- and accounting-related work

- Familiarity and experience with non-profit finance (including a knowledge of fund accounting) preferred
- Experience in accounting in higher education preferred
- CPA or equivalent experience a plus

Attributes

- Ability to work with a minimum of supervision while managing multiple priorities and meeting deadlines
- Ability to meet multiple deadlines while providing excellent service
- Ability to maintain strict confidentiality
- Ability to work through challenging situations while exhibiting patience and professionalism
- Ability to communicate effectively about financial matters to a broad and diverse audience
- An apprehension of the gospel at work personally and a commitment to its power and hope in the workplace
- Alignment with the mission and vision of Westminster Theological Seminary to “train specialists in the Bible to proclaim the whole counsel of God for Christ and his global church.”

Working conditions

- This is a FT, non-exempt, hourly position. 40 hours per week are expected.
- This is an on-campus position
- This is an office position: While performing the duties of this job, the employee may be required to sit, stand, walk, and reach.

Westminster Theological Seminary hires only personnel who subscribe to Biblical orthodoxy (belief) and orthopraxy (practice). Employees shall affirm their agreement with the historic, trinitarian Christian faith as expressed in the Apostles’ Creed. Otherwise, Westminster Theological Seminary is an equal opportunity employer, dedicated to providing equal employment and advancement opportunities to all individuals, except as specifically allowed by federal and state law, and basing employment decisions on merit, qualifications and training. Westminster Theological Seminary does not discriminate in employment opportunities or practices on the basis of race, color, religion (except as religion is a bona fide occupational qualification), sex, national origin, age, disability or any other classification protected by law.

This is intended to be an accurate presentation of this position. There may be duties and accountabilities that will be presented to an incumbent of this position that are not included in this position description. Position descriptions are subject to on-going changes so as to ensure the organization operates effectively.

Westminster Competencies

A successful employee will exemplify these competencies as they fulfill their duties and responsibilities:

Demeanor: Embodies the fruits of the Spirit in the office, interacts with people lovingly, joyfully, peacefully, patiently, kindly, faithfully, gently, and in a self-controlled manner.

Organization: Organizes their work in such a way that co-workers could find key resources/documents, and/or provide the tools necessary to succeed.

Communication - Equips supervisors and co-workers by communicating in a clear, kind, and timely manner

Initiative & Innovation - Identifies problems and/or solutions without being asked and consistently develops fresh perspectives, insights, and creative problem solving that help the team more efficiently and/or effectively achieve departmental and institutional goals.

Effectiveness & Dependability - Supervisors can trust you to produce timely, high quality, and generally error-free work with an appropriate amount of time and resources, that you fulfill your commitments, are on time to meetings, and provide advance notice of either delays or failures to meet goals.

Teamwork / Service - Clears the way for the success of others by providing support to their teammates in whatever way is needed;

Technical Proficiency - Effectively utilizes platforms and systems to help the team achieve institutional and departmental goals
