



## JOB DESCRIPTION

**Job Title:** Senior Financial Analyst

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### ***MISSION STATEMENT***

*As partners in ministry, we commit to further  
the mission of the Sisters of the Holy Cross.  
We strive for excellence in all we do  
while using our resources wisely.  
We are called to live and minister in right  
relationships as we witness to gospel values  
and build just and caring communities.*

### ***CORE VALUES***

**Respect:**

Recognizes the dignity, value and uniqueness of each person as created and loved by God.

**Hospitality:**

Welcomes strangers, guests and partners in ministry with kindness and consideration.

**Compassion:**

Compels us to stand with and embrace others in their suffering, that together we may experience God's liberating and healing presence.

**Service:**

Works with and for others by sharing our gifts and talents to accomplish the mission.

### **Main Function:**

1. Primary Finance office contact for Treasurers and Sponsored Ministries worldwide.
2. Assures the proper processing, documenting and maintenance of financial information, budgeting, insurance and other transactions for worldwide accounts.
3. Serves as the primary expert on the functionality of Great Plains (GP) including General Ledger, Accounts Payable and Fixed Assets.
4. Performs long range financial planning, forecasting and analytics for U.S. and worldwide operations.

### **ESSENTIAL FUNCTIONS**

#### **Primary Finance Office Contact for Local Treasurers and Sponsored Ministries**

1. A significant amount of time is spent fielding finance-related inquiries and questions from local treasurers daily. Must be able to facilitate the learning and continued understanding of financial concepts by a group of highly diverse individuals with varying age, financial acumen, and language levels. Responsible for assistance, troubleshooting, and follow-up related to understanding of finance forms and reporting requirements for treasurers and

reconciliation of accounts.

2. Attend, participate in, and present information to the Congregational Stewardship Committee and other meetings with the sisters from all countries as needed.
3. Coordinate periodic review of local treasurer's manual and forms. Coordinates posting of new forms on Congregation's website with Communications Department.
4. Assist leadership and the General Treasurer to update Congregation Finance Manual and Congregation Policies for Corporate Organizations.
5. Serves as the liaison to countries outside of the U.S. to develop pro-formas and other analytics related to capital spending and other strategic initiatives.
6. Special projects especially those aimed at education or development of financial skills for countries outside of the U.S.
7. Oversee annual ministry reporting and summarize financial outcomes for the General Stewardship Committee and Congregational Stewardship Committee

### **Insurance**

Coordinates the annual insurance renewal for properties, general liability and workers compensation outside the US- This includes the following:

1. Maintaining a complete listing of properties and employees in each country.
2. Reviewing and communicating all changes in coverage, carriers, terms and insurance laws with the Area Coordinator of each country.
3. Obtaining proper approvals and binding coverage within specified time periods.
4. Processing payments to the local brokers in each country where possible.
5. Assisting the sisters in each country to process payments when the country laws prohibit payments from the US.
6. Following up on all application and documentation requirements for local policies.

### **Socially Responsible Investing (SRI)**

Attends SRI Committee meetings. Assists with the development of agendas, reports and presentations for those meetings. Develops a system for monitoring the impact of the major SRI investments. Working with the Investment Advisory Committee to establish impact goals for the individual investments.

### **Coordination of Budgeting and Reporting Process for Convents Worldwide**

1. Prepares and distributes various reporting forms to area/country and house treasurers. Collects completed forms from treasurers, translates foreign currency figures to US dollars and ascertains census is correct, cash balances reconcile to bank statements and support income reconciles to the Congregation's general ledger. Extensive follow-up and communication with treasurers is required.

2. Enters detail into the accounting system, prepares combined financial reports for each area as well as worldwide. Prepares analytics, graphs and financial presentations for the General Treasurer and Director of Finance. Process for operating budget is annual; process for actual income/expense reporting is quarterly.

### **Accounting System--Great Plains**

Serves as the primary expert on the functionality of Great Plains (GP) including General Ledger, Accounts Payable and Fixed Assets along with Reporting options that support GP. This role includes the following:

1. Coordinates annual software updates with the IT department and other members of the finance team.
2. Creates custom reports, maintains tables and investigates new features and functionality in general.
3. Coordinates and communicates necessary system changes to Finance and IT.
4. Participates in the GP User Group and shares information with the other members of the finance team.
5. Explores system enhancements including planning for a future paperless environment. Leads the department in the implementation of those enhancements.
6. Responsible for educating and supporting all other members of the finance team on the system.
7. Utilizes the system in conjunction with Excel and other system to minimize data input and maximize system performance.
8. Reporting specialist in all reporting and analytics options in conjunction with GP. This includes Jet Reports, Power BI, Smartlists, Report Services and other potential reporting and analytic solutions.

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### **Forecasting and Analytics**

1. Coordinate with Director to prepare a Long-Range Financial Projection utilizing Trends software and strategic plans of the organization.
2. Working with the Director to develops a long-range financial plan for the organization. Works with the Director to perform specialized operational and strategic analysis and forecasts, including development of pro-formas. Serves as the liaison to countries outside of the U.S. to develop pro-formas and other analytics related to capital spending and strategic initiatives.

### **Quarterly and Special Reporting**

3. Coordinate the completion of the quarterly combined worldwide financial statements, elimination entries and presentations for the General Administration Team, General Stewardship and other Committees.
4. Supervises Accounting Specialist in preparation of those quarterly statements and other special reporting.
5. Prepares special reports such as Congregational Stewardship reports, General Stewardship Committee reports, General Chapter report, and special trend analysis, requested by the CSC

Leadership Team.

6. Work with Department Heads, Area Coordinators, and Treasurers to develop proformas for Capital Projects.
7. Assist with special reports as requested.

### **Congregation Census/Membership Revenue Projections**

1. Compiles census data quarterly for US and International Sisters.
2. Projects new entrants' levels based on historical data.
3. Updates sisters earnings projections for use in the Trends model.
4. Maintains the trends software. Updates all census models and graphics calculates projections using the model and downloads the data for analysis/graphic presentations quarterly.

### **Coordination of Wire and Cash Transfers**

1. Determines the monthly support amount for each house based on budget. Communicates monthly with local treasurers to determine amount needed. Maintains electronic bank account information in the accounting system for each house.
1. Has bank signatory rights of all banking activities. Two authorized signors are required for all transactions.
2. Transfers cash to the Operating and Payroll accounts. Reviews remaining balance to make sure there is adequate cash available.
3. Prepares wire transfer instructions for all wires outside of the U.S.. This includes detailed instructions for foreign banks and coordinating with multiple financial institutions.
4. Approves wires outside of the U.S. for processing if within budgetary amounts.

### **Coordination of Monthly Support Direct Deposits – U.S. Houses**

1. Determines monthly support amount for each house based on budget. Communicates monthly with local treasurers to determine actual amount needed.
2. Creates recurring batch in accounting system and adjusts monthly amount if changes are required.
3. Maintains electronic bank account information in accounting system for each house.  
Posts support batch each month end and coordinates timely payment with accounts payable staff.

### **Area Coordinator Accounts – North America**

Assists Area Coordinator and staff with area accounts, periodic reconciliation and replenishment of bank account balance.

### **Notre Dame Federal Credit Union VISA Credit Cards – Non-U.S. Houses**

1. Coordinates opening, activating, lost/stolen card issues and closing Notre Dame Federal Credit Union VISA credit cards and associated bank account for sisters living overseas.
2. Contacts sisters living overseas upon receipt of VISA credit card bills. Provides billing details, obtains verification that charges are legitimate, and requests approval from the sisters to pay the bills. Determines appropriate general level support account, prepares and submits

payment requisition to accounts payable.

### **Tax Reporting**

1. Collects and verifies 1099-Misc and 1099-Rent information annually from U.S. convents. Collects non-U.S. bank account information and e-files annual Report of Foreign Bank and Financial Accounts (FinCEN/FBAR).
2. Collects student visa information and files annual Form 8843-Statement for Exempt individuals.

### **Schedule**

Prepares the annual calendar for the Finance Office convent reporting responsibilities.

## **MINIMUM QUALIFICATIONS**

### **Education**

Bachelor's Degree in accounting is required.

### **Experience**

Three to Five (3-5) years finance experience required.

### **Responsibility**

Routinely involved with functional policy/goals, subject to higher authority review. Participates with others within or outside the organization in taking action.

### **Problem Solving**

Problems require analytical, evaluative and/or constructive thought.

### **Personal Interaction**

Work often requires giving/getting information while maintaining a cooperative and harmonious atmosphere.

### **Work Environment**

Office environment.

### **Equipment Utilization**

Work requires proficient use of personal computer, calculator, laser printer, fax, and copy machine. Proficiency in accounting, spreadsheet, database, word processing and e-mail software applications is essential.

### **Hazards or Fatigue**

Position rarely causes physical fatigue or any hazardous situations.

### **Planning and Organizing**

Works primarily on a long-range cycle (6 months to a year or more). Makes minor changes in structure, methods, procedures and/or work flow as needed to accommodate changes in work patterns, work emphasis and staff capability.

### **Directing and Instructing**

Instructs local treasurers on financial procedures to facilitate obtaining the fulfillment of Finance Department objectives.

### **Budgeting**

Makes recommendations to Controller on staff, equipment, material and other budgetary matters.

**Scope of Supervision**

Supervises Accounting Specialist in preparation of certain financial reports.

**Other Acknowledgements:**

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The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all of the job related duties, responsibilities, or activities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

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Employee’s Signature

\_\_\_\_\_  
Date

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Printed Employee’s Name