



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Finance and Budget Analyst</i>	EEOC Job Classification	Professionals
		FLSA Classification	Exempt, full-time
Department:	Finance	W/C Classification	8810 - Clerical
Reports To:	Director of Finance	Compensation	\$75,000 - \$85,000

SUMMARY

Advance the mission and vision of TMUS by providing financial analysis, budgeting, forecasting, reporting, and strategic decision support that promotes faithful stewardship of University resources. This position partners with academic and administrative leaders to deliver accurate financial information, improve business processes, and support informed decisions that advance Christ-centered higher education.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinate the annual operating budget process for assigned departments.
- Prepare annual budgets, forecasts, and multi-year financial projections.
- Perform monthly variance analysis and communicate financial results to department leaders.
- Develop financial models to evaluate programs, initiatives, and resource allocation decisions.
- Prepare executive reports, dashboards, and ad hoc financial analyses.
- Utilize Sage 100 ERP and Excel to analyze financial data and improve reporting.
- Support compliance with University policies, donor restrictions, grants, and accounting standards.
- Assist with annual audit requests and maintenance of internal controls.
- Recommend process improvements that enhance financial reporting and operational efficiency.
- Build collaborative relationships with academic and administrative departments.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, and community members.
- Excellent written and verbal communication skills.
- Strong analytical, organizational, and interpersonal skills.
- Service-oriented with the ability to explain financial information to non-financial stakeholders.
- Exercise confidentiality, good judgment, and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Finance, Accounting, Business Administration, Economics, or a related field required; MBA, CPA, or CMA preferred.
- At least two years of experience in financial analysis, budgeting, accounting, or a related finance role.
- Experience in higher education or nonprofit organizations preferred.
- Experience with Sage 100 ERP or similar ERP systems preferred.
- Advanced proficiency with Microsoft Excel and proficiency with Microsoft Office Suite.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, and use hands and arms.
- This position requires the ability to occasionally lift office products and supplies up to 30 pounds.
- No required travel.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of, or combination of, race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.