



771 Somerset Street  
Somerset, NJ 08873  
732) 828-2009  
fbc@fbcsomerset.com  
[fbcsomerset.com](http://fbcsomerset.com)

**Position:** Financial Analyst

**Classification:** Full-time

**Reports to:** Executive Director

FBCLG is a 5,000-member intergenerational community that is growing and moving boldly into its future. We are rooted in tradition, growing in innovation and transforming lives as we meet the needs of God's people in real-time.

**Job Summary:**

We are seeking a dedicated and detail-oriented Financial Analyst to join our team at First Baptist Church of Lincoln Gardens. As a Financial Analyst, you will play a crucial role in managing the financial aspects of our church's operations, ensuring fiscal responsibility, transparency, and adherence to financial policies. The ideal candidate will possess strong analytical skills, financial expertise, and a commitment to supporting the financial well-being of our church community.

**Responsibilities:**

- Develop and maintain the church's annual budget in collaboration with relevant stakeholders.
- Monitor budget performance and provide regular reports to leadership on financial status.
- Conduct financial analysis to support strategic decision-making and long-term planning.
- Provide insights and recommendations based on financial trends, forecasts, and variances.
- Oversee and track all financial transactions, ensuring accuracy and compliance with financial policies.
- Implement cost control measures to optimize spending and resource allocation.
- Prepare accurate and timely financial reports for internal and external stakeholders.
- Present financial information to church leadership, helping them understand the financial health of the organization.
- Collaborate with external auditors to facilitate annual financial audits.
- Ensure compliance with relevant financial regulations and reporting requirements.
- Monitor and manage cash flow to support operational needs and financial obligations.
- Make recommendations for improving cash flow efficiency.
- Oversee the tracking and recording of donations, ensuring proper documentation and transparency.
- Work closely with the church's fundraising team to align financial goals with fundraising efforts.
- Utilize financial software and tools to streamline processes and improve accuracy.
- Stay informed about industry best practices and recommend system improvements.

**Rev. Danté R. Quick, Ph.D., Senior Pastor**

Ali Wilson, Trustee Servant Leader | Lawrence Hibbert & Cynthia Gipson-Lee, Diaconate Servant Leaders | Leon Largie, Executive Director

**Qualifications:**

- Bachelor's degree in Finance, Accounting, or a related field (CFA, CPA, MBA a plus)
- Desire for certification or master's degrees a plus
- Proven experience as a Financial Analyst, preferably in a nonprofit or religious organization.
- Strong analytical and problem-solving skills.
- Excellent knowledge of financial principles, practices, and regulations.
- Proficiency in financial software and Microsoft Excel.
- Exceptional communication and interpersonal skills.
- Ability to work collaboratively with diverse teams.

If you are passionate about contributing to the financial stewardship of our church and have the skills to drive effective financial management, we invite you to apply for this position. Join us in our mission to support and enhance the financial well-being of our church community.