



# Mercy Education Educación de la Misericordia

Courageous Action. Selfless Spirit.™

Acción valiente. Espíritu altruista.™

## MERCY EDUCATION SYSTEM OF THE AMERICAS

### EDUCATION FINANCIAL ANALYST

#### Position Description

TITLE: Education Financial Analyst  
FLSA: Exempt  
REPORTS TO: Executive Director of Mercy Education System

**POSITION DESCRIPTION:** The Education Financial Analyst supports the activities of Mercy Education with a focused responsibility on compiling and analyzing financial and budget information; developing financial projection presentations; and providing financial best practices, guidance and/or recommendations to Mercy Education and its member schools.

Mercy Education is a sponsored ministry of the Sisters of Mercy of the Americas. All responsibilities and duties are to be conducted in accordance with the mission, vision, and values of the Sisters of Mercy of the Americas.

#### **PRIMARY DUTIES:**

- Support the Mercy Education Board of Directors Financial Sustainability Committee.
- Evaluate the financial practices of Mercy Education member schools and provide financial best practices, guidance and/or recommendations.
- Use Mercy Education governance responsibilities as outlined in bylaws and reserved powers to guide member schools in decision-making, planning and policy making.
- Create learning modules to be used for formation and professional training of finance officers, heads of school, and board chairs of the member schools of Mercy Education.
- Support member schools through communication with heads of school and school board chairs and visits to the ministries.
- Facilitate meetings with the Mercy Education Finance Cohort.
- Facilitate active, continuing relationships between the member schools and the Mercy Education Board of Directors and staff.
- Create and monitor the Mercy Education budget with the support and guidance of the executive director.

- Process accounts payable and receivable with the Sisters of Mercy Finance Office.
- Collaborate with Mercy Education staff as needed with planning and implementation of mission-centric programs and services.

## **QUALIFICATIONS:**

### **Required**

- Bachelor's degree in finance or related field
- Minimum of 3-5 years of experience in financial management or similar field.
- Proficiency in using Microsoft Office Suite, Zoom, Blackbaud and/or other accounting software, and overall comfort with technology.
- Ability to write effective copy, instructional text, audio and video scripts.
- Prior experience with non-profit organizations, boards and systems.
- Demonstrated ability to convene, facilitate, motivate, and integrate various types of groups.
- Spirituality consistent with the mission, charism and values of the Sisters of Mercy.

### **Preferred**

Master's degree in related field.

### **Other:**

- Remote work office.
- Travel required, occasionally on weekends.

## **AMERICANS WITH DISABILITY SPECIFICATIONS**

### **Physical Demands**

While performing the duties of this job, the employee is occasionally required to stand; walk, sit; hear; use hands to handle objects. The employee may be required to occasionally bend, stoop, twist and/or lift and carry up to 20 lbs.

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

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, video conferencing equipment, and video cameras. Some overnight travel is required. The employee may be required to occasionally push or pull luggage and equipment up to 50 pounds, primarily associated with occasional business travel.

**THE PRECEDING IS INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY INDIVIDUALS ASSIGNED TO THIS JOB. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF THE RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF INDIVIDUALS SO CLASSIFIED.**

Send letter of interest, including expected salary, and resume/CV to Lisa Griffith, RSM – [lgriffith@sistersofmercy.org](mailto:lgriffith@sistersofmercy.org), due by June 7, 2024.