



Accounting and Finance Analyst

Faith Family Medical Center is seeking an accomplished and mission-driven individual to serve as its new Accounting and Finance Analyst. The Accounting and Finance Analyst provides support for the organization's accounting, budgeting, financial reporting, payroll, compliance, and internal control functions. This role ensures accurate financial operations, strong stewardship of resources, timely reporting, and alignment of financial practices with Faith Family's mission, values, and long-term sustainability. The position requires strong accounting knowledge, sound judgment, attention to detail, and the ability to collaborate effectively with leadership, staff, board members, vendors, auditors, and external partners.

Mission, Vision, and Values

Driven by faith, we provide hope and healing to our neighbors in need.

Our vision is that all Middle Tennesseans have the healthcare home they need to lead a fulfilling life.

At Faith Family, our values are to [Love First](#), [Inspire Hope](#), [Serve with Grit](#), [Set the Standard](#), and [Always Believe](#).

Statement of Organizational Culture

Faith Family is a non-profit organization driven by faith, to provide hope and healing to our neighbors in need. Our vision is that all Middle Tennesseans will have the healthcare home they need to lead a fulfilling life.

Through our individual faith, we foster a diverse and equitable culture where all patients, staff and communities feel respected and valued by modeling the following:

Love First - Love drives all we do. We are compassionate, treat all people with dignity and respect, practice gratitude, and celebrate and support one another through life's ups and downs.

Inspire Hope - We inspire hope by providing excellent, affordable care, reducing barriers to care, praying with and for each other, and providing consistent opportunities for meaningful engagement.

Serve with Grit - We serve with passion and perseverance! We do this by going the extra mile, sharing our creative ideas and best practices with each other, and living out our mission together - outside of our personal or professional silos.

Set the Standard - We intentionally set our bar high in everything we do. Providing anything but the highest quality of care is simply not an option. We listen, communicate respectfully, steward our resources wisely, and learn and adapt as

needed.

Always Believe – Our faith in God is unwavering. We empower our patients, each other, and our community by showing support during setbacks, trusting in individual abilities, making sure all voices are heard, and staying centered on God through the goodness of the Father, the salvation gifted by Jesus Christ and the power of the Holy Spirit.

Position Description:

Reporting to the Chief Financial Officer, the Accounting and Finance Analyst is responsible for:

Accounting & Financial Operations

- Oversee the organization's accounting functions, including general ledger, accounts payable, payroll, reconciliations, and month-end and year-end close processes.
- Ensure financial transactions are recorded accurately, timely, and in accordance with generally accepted accounting principles and organizational policies.
- Maintain accurate financial records, supporting documentation, and schedules for internal review, leadership reporting, audits, and compliance requirements.
- Manage cash flow, banking relationships, deposits, disbursements, and account reconciliations.
- Provide oversight of financial systems and recommend improvements to strengthen accuracy, efficiency, and accountability.
- Other duties as assigned.

Budgeting, Reporting & Financial Analysis

- Assist with the annual budgeting process in partnership with the Chief Financial Officer, leadership team, and department managers.
- Analyze revenue, expenses, cash flow, budget variances, and financial trends to support informed decision-making.
- Translate financial information into clear, practical insights for non-financial leaders and teams.
- Support grant budgeting, restricted fund tracking, and financial reporting related to donor, foundation, government, and program requirements.

Compliance, Audit & Internal Controls

- Establish, maintain, and monitor internal controls to safeguard assets, reduce risk, and ensure proper stewardship of organizational resources.
- Support the annual audit process, including preparation of schedules, communication with external auditors, and timely resolution of audit requests.
- Ensure compliance with applicable state, local, nonprofit, grant, payroll, tax, and healthcare-related financial requirements.
- Maintain and update accounting policies, financial procedures, and documentation to support consistent and compliant operations.

- Handle confidential and sensitive financial, payroll, employee, donor, and organizational information with discretion.

Leadership, Collaboration & Process Improvement

- Serve as a collaborative financial partner to the Chief Financial Officer, leadership team, board committees, program leaders, development staff, and administrative teams.
- Identify and implement improvements to accounting workflows, financial reporting, payroll processes, documentation, and technology use.
- Support a culture of transparency, accountability, teamwork, and mission-focused financial stewardship.

Required Knowledge, Skills, Abilities, and Other Characteristics:

- Bachelor's degree in Accounting, Finance, Business Administration, or related field preferred.
- Minimum three years of progressively responsible accounting or finance experience, preferably in a nonprofit, healthcare, or mission-driven organization.
- Strong knowledge of accounting, budgeting, financial reporting, internal controls, payroll, audit preparation, and compliance practices.
- Experience with accounting software, payroll systems, Microsoft Office applications, and advanced Excel functions required.
- Ability to analyze financial information, identify trends, solve problems, and communicate recommendations clearly.
- High level of integrity, confidentiality, accuracy, and attention to detail.
- Strong interpersonal skills and ability to build effective working relationships with staff, leadership, vendors, auditors, donors, and external partners.
- Well-organized and detail-oriented, with the ability to meet deadlines and manage multiple tasks, assignments, and priorities.
- Ability to exercise sound judgment, adapt to changing needs, and work both independently and collaboratively.
- Frequent sitting, telephone, computer use, and typing.
- Occasional lifting more than 25 lbs. and bending.
- Minimal local travel.

How To Apply:

Please email application materials – cover letter and resume to jobs@faithmedical.org and bjones@faithmedical.org