

Budget Officer

Job Description

Responsibilities and skills:

- Prepare budgets and financial reports for foundation grants and track reporting of foundation project/program budgets to maintain expenditure controls;
- Review operating budgets to analyze trends affecting budget needs, perform cost-benefit analyses to compare operating programs and seek new ways to improve efficiency, boost revenues and maximize the cash flow and accuracy of financial statements;
- Examine budget estimates for completeness and accuracy ensuring policies and procedures are in compliance with appropriate 501(C)(3) nonprofit standards and regulatory requirements;
- Consistently compile and analyze all accounts, financial records and other data and present analysis results in an accurate and timely manner to organization's president to determine the financial resources required to implement programs/events;
- Develop budget plans and timelines for short and long-term religious events/programs and ensure the financial plans are consistent with the organization's strategic business goals and objectives;
- Consult with organization's president to ensure that the budget adjustments can be appropriately made in accordance with events/programs' needs; monitor events/programs progress and changes and keep the president abreast of organization's financial status;
- Provide regular and objective evaluations of actual events/programs' performance and mitigate risk by avoiding insufficient funds for future projects;
- Provide advice, technical assistance and training with cost analysis, fiscal allocation, and budget preparation;
- Provide ongoing support for all budget related functions;
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies;

Qualifications:

- Bachelor degree in accounting and law, master degree preferred, LL.M or MBA desirable;
- 4 years+ experience in accounting, legal or related work experience; knowledge of accounting principles and practices and the analysis and reporting of financial data; knowledge of laws and regulations preferred;
- Knowledge of business and management principles involved in strategic planning, leadership technique, and coordination of people and resources;
- Excellent knowledge of Buddhism, and experience about temple administrative, fundraising, ceremony events, buddha philosophy, instruments, etc. Buddhist preferred;
- Excellent interpersonal, presentation, written and verbal communication skills;
- Fluent in Chinese-Mandarin in both writing and speaking since 60% of our volunteers and students speak Mandarin only;
- Strong attention to details, complex problem solving, decision making, critical thinking and analytical skills;
- Proficient in Microsoft applications, including Word, Excel, and PowerPoint;
- Buddhist preferred;