



**PITTSBURGH THEOLOGICAL SEMINARY  
POSITION ANNOUNCEMENT  
FINANCIAL ANALYST**

**INSTITUTIONAL SUMMARY**

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.). Rooted in the Reformed tradition, the Seminary is committed to the formation of students for theologically reflective ministry and to scholarship in service to the global Church of Jesus Christ. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

**POSITION SUMMARY**

The Financial Analyst position supports the Vice President for Finance and Administration in the financial planning and analysis of the annual budget, strategic plan, and monthly forecasts. Additional responsibilities include but not limited to investments and endowment account reconciliations, investment analyses, fund reporting, operational analyses, etc.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Lead and develop monthly financial models, variance analyses, bridges, scorecards, Key Performance Indicators (KPI), and other.
2. Assist in coordination, preparation and management of the annual budgets and financial forecasts.
3. Analyze current and past financial data to identify areas for improvement.
4. Assist accounting team in timely preparation and analysis of the financial statements and with annual audit processes.
5. Assist with special projects.
6. Other duties as assigned by management.

## **QUALIFICATION/REQUIREMENTS**

Demonstrated analytical and communication skills (both written and verbal). Demonstrated knowledge of financial information systems along with Microsoft Office applications. Demonstrated management and supervisory skills. Demonstrated knowledge of Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), and related College and University accounting guidelines.

## **EDUCATION/TRAINING/EXPERIENCE**

Required:

- Bachelor's degree in business administration or accounting (or equivalent)
- Minimum of three (3) years of related financial experience

Preferred:

- CPA/MBA preferred
- Experience in higher education sectors/ Nonprofits / endowments a plus

## **WORK ENVIRONMENT**

Seminary business hours are 8:30 am - 4:30pm, Monday-Friday. Most employees work remote on Mondays and Fridays; however, depending upon the needs of the Business Office, this position may be required to work in person five (5) days per week, i.e., year-end reporting, audit season, board meeting preparations, etc.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also complies with all applicable federal, state, and local laws and executive orders relating to equal opportunity in employment.

## **TO APPLY:**

Interested candidates will provide a cover letter, resume, and three references (names, email/phone information) to: [careers@pts.edu](mailto:careers@pts.edu).

Review of application packets will begin on December 1<sup>st</sup> and the position is anticipated to start on January 26, 2026. However, applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.