



# Benevolent Buddhist Temple

## Budget Officer

Effectively analyze and interpret accounting and financial records of non-profit organization. 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 follow 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 utilizing a knowledge of Buddhism and understanding of temple administrative, fundraising, ceremony events, buddha philosophy and instruments. 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/program's 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.

Requires: Bachelor's degree in Business Administration with a focus on accounting plus 2 years' experience which combined must have provided knowledge of accounting principles and practices and the analysis and reporting of financial data, knowledge of laws and regulations, knowledge of business and management principles involved in strategic planning, leadership technique and coordination of people and resources. Excellent interpersonal, presentation, written and verbal communication skills required with a strong attention to details, complex problem solving, decision making, critical thinking and analytical skills. Proficiency in Microsoft applications, including Word, Excel, and PowerPoint necessary.

Respond to: David Gonla Wu, President, Benevolent Temple Inc., 7116 Fort Hamilton Parkway, Brooklyn, NY 11228.