

First United Methodist Church Burleson  
announces active recruitment for;



## **FINANCE DIRECTOR**

**Summary job duties:** Reporting to the Senior Pastor, the Finance Director will lead the day-to-day functions related to church and preschool finance. This includes serving as the staff liaison to the Finance Committee, preparing financial reports, handling banking transactions, overseeing accounts payable and receivable, and serving as the point of contact for the outsourced payroll vendor as needed.

**Status:** 30-40 hours per week.

**Position Available:** Immediately  
(assuming two-week notice if candidate is actively employed)

**Pay:** Range = \$48,000- \$55,000 annual (based on experience)

**Education, Skills & Experience:** Proven knowledge and work experience demonstrating the ability to fulfill the responsibilities listed here. Experience in finance, bookkeeping, and/or accounting transactions. Two-five years' experience preferred with an educational background in finance and or accounting. Bachelor's or Master's degree preferred.

Proven experience working with a wide variety of staff members who have various needs related to church finances to assure ministries move forward in a productive and timely manner. This requires advance professionalism and communication skills.

Trusted and proven experience working with sensitive and confidential matters related to financial status of the church, individual personal tithing, and personnel matters.

Superior organizational skills (both computer and paper records) are a must for this position.

**Equipment:** Proven experience in and working knowledge of computers, database management, data entry, and advanced spreadsheet preparation required.

### **Notes:**

Complete job description available at [www.fumcburleson.org/employment](http://www.fumcburleson.org/employment)

Submit resume with contact information and salary requirement to Finance Committee Chair; First United Methodist Church Burleson 590 NE McAlister Rd. Burleson, TX 76028

Or via email at [info@fumcburleson.org](mailto:info@fumcburleson.org)

Church office phone: 817-295-1166 (Monday-Thursday; 9:00 a.m. – 1:00 p.m.)