

First United Methodist Church Burleson - Job Description

Job Title: Finance Director
Revised: 03/11/2025
Reports to: Senior Pastor
Pay Status: Non-exempt
Hours of work: Approximately 30-40 hours per week

General Purpose:

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.

Responsibilities:

Prepare timely weekly deposits of giving assuring all donations are recorded and individual giving records are updated each week.

Prepare bank deposits assuring safe and accurate deposit of funds.

Reconcile monthly bank statements for the church and preschool.

Prepare monthly financial statements for the Sr. Pastor and Finance Committee.

Work with the Finance Committee to review needs and trends, communicating both to the Administrative Council chair as needed. This includes preparing financial status reports.

Make entries in the computer system to prepare both accounts payable and receivable records for the church and the preschool.

Assure timely payments of the church's bills and other financial obligations.

Maintain vendor files related to accounts payable for the church and the preschool.

Oversee and assure the accurate data entry of financial transactions in the Shelby software applications as needed.

Work with preschool staff to prepare and maintain financial records as needed.

Maintain and monitor the church and preschool credit card systems and communicate with staff regarding spending limits, available funds, etc.

Update and revise financial policies as directed by the Finance Committee and the Senior Pastor keeping accurate archives of polices, changes, etc.

Serve as the lead liaison with the payroll vendor to assure timely entry of timesheets, pay changes, tax document changes, etc. This includes being able to generate payroll in-house in the event of an emergency with the outsourced payroll vendor.

Work with the Senior Pastor and the Finance Committee to prepare annual, quarterly, and monthly budgets as needed. This includes assisting staff members in gathering financial data for budget requests.

Other Duties:

Prepare reports for the Senior Pastor and Finance Committee related to cash flow, congregational giving, financial status, trends, financial needs, etc.

Prepare Excel spreadsheets as needed reflecting all of the above functions.

Serve as recordkeeper for computer and paper records relating to the business operations of the church.

Serve as custodian of personnel files assuring documents are accurately filed.

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.

Working knowledge of non-profit/soft money management preferred.

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.

Compliance statement: Employees are expected to honor and live into the church's mission statement and core values, and covenant agreement. All employees are expected to work with other employees and volunteers assuring an attitude of cooperation and respect. This job description is not an all-inclusive list of duties. Other duties may be assigned as needed.

Employee signature: _____
(copy to be given to employee)

Date: _____

