



Finance and Administration Director

The First United Methodist Church (CCFUMC) in Corpus Christi, Texas announces a search for its next Finance and Administration Director. The CCFUMC seeks an experienced leader to direct the activities of the church in the areas of financial accounting and reporting, administrative services, clergy and staff benefits, human resources, facilities and property, and treasury operations. The Finance and Administration Director is responsible for establishing and maintaining an integrated plan for the effective control of all accounting and financial operations and manages the overall functions of the finance and administrative offices. This role will manage all business affairs of the church in direct liaison with the pastors, professional staff, support staff, ministries, boards, and committees. The person in this role will report to the Senior Pastor for the efficient administration of the finances of First United Methodist Church in accordance with the mission and vision of the church. This role involves supervising the Finance Assistant and Facilities Director.

The historic CCFUMC is unique in its location on the edge of the revitalizing downtown and directly across from the city beach with serene views of Corpus Christi Bay. Corpus Christi is an affordable and comfortable city, offering all the leisure and recreation perks of living on the Gulf Coast.

Essential Functions:

- Oversees and implements policies and practices for cash management, financial record keeping, financial reporting, internal financial controls, accounting functions and other treasury functions.
- Interprets financial statements for all the various groups associated with the CCFUMC.
- Work directly with the Finance Committee in establishing annual budgets, raising necessary funds for church expenses and programs.
- Develop and coordinate annual campaign plans and materials, in cooperation with the Senior Pastor and Annual Campaign Chair.
- Support and coordinate the annual audit of the church and Foundation activities by the selected external auditors.
- Work with the Staff Parish Relations Committee to maintain a current Personnel, Policies, and Procedures manual and stay current with all laws and regulations affecting personnel management.
- Provides staff support to the chairs of all Administrative Committees (Church Council, Staff Parish Relations Committee, Finance, Trustees, Vinson Morris Children's Center, and CCFUMC Foundation Board) by serving as an advisor and representing the Senior Pastor as necessary.
- Staff liaison for all aspects of stewardship through Finance Committee work.
- Coordinate with the Board of Trustees and Facilities Director to maintain all church property in good condition.
- Oversee or serve as the purchasing agent for the church for all supplies and equipment. Review contracts and performance of contractors and vendors, reporting to the Board of Trustees.
- Responsible for proper maintenance of all office equipment. Maintains instructions, maintenance contracts, warranties and servicing information for all church owned equipment.
- Responsible for all church computers, software, servers, updates, and Internet technology. Also responsible for Shelby Database Management, including training, maintenance, support, and updates.
- Keep abreast of all laws and regulations affecting church property.
- Prepare articles for publication in brochures, newsletters, promotional materials, as well as procedure manuals.

Qualifications:

- Bachelor's degree in accounting required; CPA or Church Business Administrator Certification is a plus.

- A minimum of 3 years demonstrated proficiency in computer operating systems, network/server operations, Microsoft Office, and church database software, particularly Shelby Systems.
- A minimum of 3 years demonstrated proficiency in standard accounting and bookkeeping practices.
- A minimum of 3 years supervisory, management, or leadership experience.
- Demonstrated proficiency in interpersonal and group presentation, verbal, and written communication skills.
- Knowledge or willingness to learn United Methodist denominational polity and organization structure essential.

Additional Considerations:

- This is an in-office position, some remote work permitted.
- Relocation bonus available.

Go to link to apply:

Or send resume and cover letter to: jobs@gcfa.org

Closing Date: 03/21/2024

The First United Methodist Church of Corpus Christi is an Equal Opportunity Employer and actively seeks and encourages applications from minorities, women, and individuals with disabilities. All offers of employment are subject to the applicant successfully completing background, reference, and other applicable checks.

No Staffing Agencies or Recruitment Firms