



St. John's Episcopal Church

Director of Finance

St. John's Episcopal Church
Tallahassee, FL

Full-time

- Manage and oversee all financial-related transactions for St. John's Episcopal Church and St. John's Episcopal Foundation (deposits, accounts payable, payroll, financial reports, budget, audit)
- Supervise PT Financial Assistant position (17 hrs/week)
- Develop annual stewardship program and work in conjunction with Stewardship Committee to set goals and monitor progress.
- Oversee Major Gifts Campaigns as needed. Work in conjunction with The Rector, Major Gifts Committee, and Communications team.

Staff Liaison person for:

- St. John's Episcopal Church Foundation Board
- The Stewardship Committee
- The Finance Committee
- The Memorials Committee

The Director of Finance & Stewardship encourages and empowers parishioners on their spiritual journeys to embrace stewardship as a grace-filled, loving response to God for all that we are and all that we have. Responsibilities include the overall planning, organization, management, and coordination of the church's stewardship programs including parish-wide stewardship education, annual giving, major gifts, planned giving, and major gifts/capital campaigns. Additionally, the Director of Finance & Stewardship oversees all aspects of accounting, finance and budgeting for St. John's Episcopal Church, St. John's Episcopal Church Foundation, and The Lively Cafe.

Training & qualifications:

BS/BBA/or BA Degree required

5-7 years non-profit financial/development experience

Mastery of accounting/membership software, Microsoft Word & Excel highly desirable

Excellent written and oral communication skills a must, highly detail-oriented, organized and efficient.

Able to set goals and priorities for Giving Campaigns.

Duties include:

- Supervise PT Financial Assistant and oversee all financial transactions to the GL (deposits, AP, journal entries)
- Prepare Monthly, Quarterly and Annual statements for distribution to Finance Committee & Vestry
- Complete monthly bank reconciliations
- Facilitate HR Onboarding and Exit paperwork and staff insurance
- Work with Staff and Vestry members to create annual operating budget
- Coordinate all aspects of annual audit for SJEC and SJECF
- Support following Committees: Finance, Foundation, Capital Campaign Continuation, Stewardship
- Prepare and process semi-monthly payroll, maintain all employee payroll records, record sick & annual leave
- File quarterly and annual tax returns (941, 1099/1096, W2/W3)
- File monthly sales tax report and remit to FL Dept Revenue for parking revenue
- File monthly worker's compensation report and complete annual reconciliation
- Prepare annual Parochial report for Diocesan Financial Office
- Manage church credit card accounts
- Develop or oversee implementation of parish-wide year-round stewardship education
 - Assist in teaching new members class 3-4x annually

Salary Commensurate with experience.