Director of Finance

St. Paul's United Methodist Church believes in Open Hearts, Open Minds, and Open Doors.

People are at the heart of what we do. This position serves by managing all church financial operations. These include: reports, maintaining books and records, managing church's cash position, and accounts payable. If you are organized, adept at computer work, and have a heart for non-profit work, this job is for you!

What You'll Do:

- Prepare payroll for all church staff
- Be sure that all bills/invoices are paid in a timely manner
- Reconcile bank/savings/investment statements
- Prepare reports for accountable leadership board
- Work with pastor/staff/ALB on church stewardship and budget work
- And other duties as assigned

What you bring:

- Strong written and verbal communication skills.
- Proven success and experience with accounting practices. Non-profit work is a plus.
- Current operating knowledge of technology necessary to ensure efficient and streamlined processes (Microsoft Office Suite, Excel, etc.). Training provided on finance operation software.
- Ability to work with diverse groups of people.
- Ability to maintain confidentiality.
- Excellent organization skills with a strong attention to detail.
- Ability to pivot and quickly shift priorities as needed.
- Change management experience is a plus.

What We Offer:

- Starting salary $20-$25/hour
- Friendly, welcoming, pleasant work environment.
- Schedule flexibility, select the shift that works best for you between the hours 9am-4pm, M-R to equal 12-15 hours per week.
- This position provides paid holidays, PTO/Sick Time

If you meet the qualifications, please submit your resume to pastor@stevenspointumc.org
Training start date: June 15, 2026