

Director of Finance

St. James Episcopal Church and School in Fairhope, Alabama, is seeking a Director of Finance to oversee the financial operations of our growing parish and parish school.

St. James is a vibrant Episcopal community committed to worship, Christian formation, outreach, and education. With an active parish, an expanding school, and significant recent campus growth, we are seeking an experienced financial leader who combines technical excellence with integrity, collaboration, wisdom, humility, and a heart for the mission of the Church.

The Director of Finance serves as a member of the senior leadership team, working closely with the Rector, Parish Administrator, School Director, Finance Committee, and Vestry to provide strategic financial leadership for both the church and school.

Responsibilities include accounting, payroll, budgeting, financial reporting, cash management, accounts payable, tuition reconciliation, annual audits, and stewardship reporting. The Director also plays an important role in continually improving financial systems and procedures to support the long-term health and growth of the parish.

The successful candidate will possess strong accounting and organizational skills, experience with payroll and financial reporting, and the ability to communicate graciously and professionally with staff, parishioners, school families, and vendors. Experience with nonprofit, church, or school finance is preferred. This position is ideal for someone who sees financial stewardship not merely as accounting, but as an essential ministry that supports the worship, education, and outreach of the Church.

We believe financial stewardship is a ministry, and we are looking for someone who embraces that calling. While technical competence is essential, we are equally seeking a person of character—someone whose integrity, humility, and collaborative spirit reflect the values of a Christian community.

Competitive salary and benefits are offered based on experience. Interested candidates should submit a cover letter and a résumé. Professional references will be requested from finalists.