



MEDINA
UNITED CHURCH OF CHRIST, CONGREGATIONAL
217 E. Liberty Street
Medina, Ohio 44256

JOB OPENING: Director of Financial Operations

United Church of Christ, Congregational of Medina, Ohio is seeking a part-time Director of Financial Operations.

The goal of this position is to handle and record our monetary contributions, pay invoices, prepare financial reports and handle all payroll-related items for our 600-member church and the church-owned preschool. Confidentiality is an essential personal attribute for this position.

The ideal candidate will have experience and skills in accounting (cash basis bookkeeping), general business best practices, strong computer and interpersonal skills and team values.

Qualifications: High School Diploma or GED. Advanced education or relevant experience will be considered a plus.

Reports to: Senior Pastor; also works with the Treasurer and the Finance Team, as well as the Director of the Preschool.

Salary range: \$27,000 to \$30,000 depending upon qualifications and experience. Paid holidays and vacation. The position requires about five hours per day (25 hours per week).

How to apply or obtain
additional information:

Contact Pete Metzloff, Staffing Team
pmetzloff@gmail.com or 330.241.1316

03/15/2021