

ASSISTANT DIRECTOR OF FINANCE

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JOB TITLE Assistant Director of Finance

SUPERVISOR'S TITLE Director of Finance

DIRECT REPORTS None

BASIC FUNCTION

The overall goal of this position is to support FUMC Fort Worth and its sister nonprofit organizations with financial reporting.

PRIMARY RESPONSIBILITIES

- Approximately 60% of time on financial support for certain nonprofit organizations within the umbrella of the church (e.g., Dementia Friendly Fort Worth, Methodist Justice Ministry, FUMC Day School)
 - Accounts payable
 - Accounts receivable
 - Bookkeeping
 - Bank reconciliations
 - Financial statements
 - Reporting to Boards
 - Compliance filings
- Approximately 40% of time supporting church accounting functions and other projects
- May serve on lay leadership boards/committees, typically as an ex-officio member

Plus, additional tasks and responsibilities as assigned by leadership

REQUIREMENTS, QUALIFICATIONS, AND SKILLS

- Bachelor's degree in accounting or related field
- 5+ years' experience in accounting—public or corporate (Nonprofit experience a plus but not required)
- Excellent listening and interpersonal skills
- Ability to handle sensitive personal and financial information with confidentiality and integrity

IDEAL CANDIDATE ORIENTATION

- Experience working in a church environment
- Takes initiative, thinks on their feet, brings bold ideas to the table
- Has an eye for details and values execution as much as ideation

WORKING CONDITIONS

This is primarily a desk-oriented job requiring sitting for long periods, but some standing walking, and bending is required. Occasional lifting and moving boxes of records or journals may be required. Frequent interruptions can be expected.

EXPOSURE TO CONFIDENTIAL INFORMATION

Donors and members of the congregation entrust very personal financial information which must be kept in the strictest confidence. Breaches of confidence are grounds for dismissal.