

Job Posting: Director of Finance

Organization: St. Mark's Episcopal Church (SMEC)

Location: Houston, TX

Position Type: Full-Time, 35 – 40 Hours Per Week

Reports To: Rector

Church Size: Approximately 200 Average Sunday Attendance

Job Summary

St. Mark's Episcopal Church is seeking an experienced, detail-oriented **Director of Finance** to oversee all financial operations, accounting functions, and regulatory compliance for the parish (church). The ideal candidate will promote the church's financial health, ensure strict adherence to Generally Accepted Accounting Principles (GAAP) for non-profit accounting, manage banking and audit relationships, and serve as the core financial liaison between church leadership (leadership), donors, St. Mark's Episcopal School, and the Diocese.

Key Responsibilities

- **Financial Reporting & General Ledger Management**
- **Budget Preparation & Tracking**
- **Treasury, Cash Management & Loans**
- **Tax, Payroll & Benefits Administration**
- **Accounts Payable**
- **Capital Assets**
- **Donor Relations and Designated Funds**
- **Internal Controls**
- **Audit Coordination**
- **Records Retention**
- **Tax Issues Triggered by New Business Practices**

Qualifications & Skills

- **Experience:** Experience in non-profit accounting, fund accounting, or church financial operations, or general accounting.
- **Technical Skills:** Proficiency with church management software (specifically the Shelby Computer System or equivalent) or other enterprise-resource-planning (ERP) system, and online banking/vendor portals.
- **Education:** Accounting degree or multiple years' working in accounting.