



JOB POSTING: Finance Administrator

Guilford College United Methodist Church ("GCUMC") is a vibrant Christian community in west Greensboro, NC, whose mission is to transform lives, strengthen believers, and equip disciples to live beyond ourselves in the light of Jesus Christ. We are seeking a dedicated, dynamic, and skilled person to provide coordination and administration of the finance activities for our church. This role is a flexible, part-time position (estimated 16-20 hours per week) reporting to the Lead Pastor of GCUMC. Compensation is competitive and based on skills and experience.

The key duties of this Finance Administrator role will include ensuring that all offerings and gifts are safe-guarded, recorded, and deposited in a confidential and secure manner, serving as a main point of contact with congregation members regarding financial matters, and coordinating with the church's-third party Financial Services and Accounting partner to conduct the financial functions of the church and all its ministries. Perform other tasks as assigned.

- **Skills/Qualifications/ Abilities Required:** Demonstrated personal commitment to Jesus Christ, the teachings of the Christian faith, and spiritual growth; Finance, Accounting, or Business Administration degree and/or experience desired; Solid understanding of and ability to execute relevant finance and accounting principles, including relevant laws and regulations; Ability to foster teamwork and build collaborative relationships; Effective verbal and written communication skills; Strong organizational and planning skills; Strong analytical, problem-solving and continuous improvement skills; A comprehensive working knowledge of Microsoft Office products, including Excel and Word. Experience using Quick Books or Realm financial software is a plus.

Contact/Application information :

Please apply by sending a cover letter and your resume to welcome@quilfordcollegeumc.org.

In your cover letter, please include details of your relevant work experience and any specific compensation requirements, as well as a description of why you feel drawn to this role.

We also request that you provide us with the names, titles, and contact information for two (2) references.

We appreciate your interest and look forward to hearing from you.