

## Financial Administrator

First Methodist Church of Vero Beach is seeking a faith-based professional to lead our finance and accounting section. Our campus includes the Church, an Academy (pre-school and K-8) and apartments. Our Mission is 'To know Christ and make Him known'.

### Position Responsibilities

- Administrative business and financial affairs of the Church, Academy and apartments
- Manage the financial accounts, payroll, cash receipts, cash disbursements and financial assets
- Safeguard Church offerings, Academy receipts, and apartment rents
- Budgeting and timely reporting of financial results
- Reconcile and monitor all financial accounts and disbursements including from restricted use funds
- Support management administrative functions
- Direct staff performing supporting tasks

### Qualifications

*Must be a follower of Jesus Christ, profess Him openly as Savior and Lord and demonstrate that belief in character, daily conduct, speech, and reputation.*

- Desired: Bachelor's degree in accounting  
An Associate degree may be substituted with sufficient demonstrated experience.

- Desired: 3+ years of Church or other non-profit experience
- Experience in all phases of the accounting cycle
- Proficient in computerized accounting systems, Spend Management software and Microsoft Office package  
Desired: Shelby accounting system
- Ability to multitask, meet deadlines and manage resources
- Work in a collaborative team environment

**Salary** Exempt Position; Monday - Friday  
\$55,000 - \$70,000 depending on experience

**Benefits** Medical, Retirement, Holidays, Paid time off

**Contact Information** Becky Calahan, Associate Pastor, [becky@firstvero.church](mailto:becky@firstvero.church), 1750 20<sup>th</sup> Street, Vero Beach, FL, 32960.