

Finance Manager

Episcopal Church of Our Saviour, Jacksonville, FL

Position Overview

The Ministry of Finance Manager is to serve as a key steward of the financial life of the parish, responsible for maintaining accurate financial records, supporting sound financial practices, and ensuring timely and transparent reporting. This position oversees core accounting functions including contributions management, accounts payable, payroll administration, and general ledger maintenance, while supporting the Rector, Treasurer, Vestry, and ministry leaders in financial decision-making. The Finance Manager operates in a collaborative church environment, maintaining appropriate confidentiality and exercising sound judgment in all financial matters.

Reporting & Working Relationships

The Finance Manager reports directly to the **Church Rector** but works most closely with the **Treasurer** on finance and accounting matters. This position also works in close collaboration with:

- Parish Staff and Ministry Leaders
- Vestry (Lay Board)
- Diocesan Office (as needed for payroll, benefits, and reporting)

Schedule & Classification

- **Part-Time:** 20–30 hours per week (target: ~24 hours)
- Schedule flexibility required, with increased activity at:
 - Month-end close
 - Year-end (Nov–Jan)
 - Annual stewardship and budget cycle

Compensation

- Hourly range: **\$25–\$28**, commensurate with experience
- Part-time position: benefits are not included
- Monthly cell phone allowance provided

Detailed position duties will be provided during the interview process.

Equal Employment Opportunity (EEO) Statement

The Episcopal Church of Our Saviour is an equal opportunity employer and is committed to fostering a diverse, equitable, and inclusive workplace. Employment decisions are made without regard to race, color, ethnicity, national origin, sex, gender identity or expression, sexual orientation, marital status, age, disability, veteran status, or any other characteristic protected by applicable law.

As a faith-based organization, the Church may consider an individual's alignment with its mission and values as permitted by law.

Applicants should send their resume to Bob White at rwhite@oursaviourjax.org.