

# Jesse C. Fletcher Seminary

## Job Description

- Job title:** Finance Director
- Reports to:** President of Fletcher Seminary
- Work Location:** Remote work
- Job Type:**  Full-time  Exempt  
 Part-time  Non-Exempt

**About us:** The *Jesse C. Fletcher Seminary* is a practically driven and intellectually generous community devoted to theological study and preparation for Christian ministry. Preparing women and men for faithful leadership as Christian ministers, we recognize and affirm our relationships and community connections, geographically and culturally, in the Southwestern United States with the universal church. These diverse relationships are sources of strength and opportunities for service as we pursue theological reflection, education, and practical preparation for ministry. *Jesse C. Fletcher Seminary* is a multi-denominational and inclusive seminary, committed to diversity in our faculty and student body.

Our Vision is to become a recognized leader in south Texas and beyond in providing practical, cost-effective, and rigorous theological education for women and men focusing on spiritual formation, and practical preparation for varied ministries in a global context.

Our Mission is to educate and nurture servant leaders in joining God's mission of love, grace, and redemption in Christ Jesus for the sake of the world.

**Job Summary:** The Finance Director plays a vital role in achieving Fletcher Seminary's Vision and Mission by working in close collaboration with the President, academic leaders, and other staff to maintain a transparent and accountable financial system that supports the Seminary's operations using best practices. They will oversee or perform the bookkeeping services (or contract or in-house bookkeeper) and manage the finances, budget, and investments, ensuring that all policies and procedures meet accreditation and non-profit financial standards and best practices.

- Essential Duties & Responsibilities:**
- On behalf of the President of Fletcher Seminary, lead and oversee the execution of seminary financial operations, policies and procedures
  - In collaboration with senior seminary staff, oversee all income, expenditures, donations, and investments using the seminary's accounting and management systems, including Populi and the QuickBooks Online Advanced (QBO) program, in compliance with state and federal law, accreditation standards and non-profit best practice guidelines
  - In collaboration with the President, Treasurer, Finance Committee, Chief of Staff and Academic Committee Chairs, establish the annual budget for presentation to and approval by the Board of Trustees
  - Submit reports and monetary projections for review in line with Seminary bylaws, policies and practices

- Prepare all audit and tax forms and reports as required
- Respond to all incoming messages (phone, email, etc.) within established time frames
- Comply with and hold others accountable for complying with all company policies, guidelines and regulations
- Perform all other duties as assigned

**Minimum Education & Experience:**

- Bachelor’s degree in finance, accounting, business or related field required or significant professional training and experience equivalent to a degree
- 6+ years of experience in a finance or finance-related position or field
- Three years’ work experience in a non-profit, education or faith-based setting
- Two years’ experience supporting a Board of Trustees preferred

**Knowledge, Skills & Abilities:**

- Relates well to others, builds rapport and relationships; manages conflict appropriately; is approachable with good listening skills
- Speaks articulately and clearly in a variety of communication settings and styles to diverse audiences; adjusts and fine-tunes communication in response to both verbal and non-verbal cues
- Strong customer satisfaction focus with a collaborative style
- Ability to meet shifting demands and manage change
- Excels in handling a broad array of information; can manage and connect information and make plans; detail oriented and able to follow through on completing tasks; creates sound processes to get things done
- Creates data management systems that meet or excel federal, state, seminary, accreditation agency and non-profit standards
- Proficiency in MS Office, Outlook, and CRM software (e.g., Populi)
- Proficient in the use of Adobe Pro Products
- Proficient in the use of QuickBooks Online Advanced
- Proficient in nonprofit accounting
- In-depth attention to detail
- Excellent time/task management and organizational skills

**Physical Requirements:**

- Work is performed in an office or home office environment and requires the ability to operate standard office equipment and technology
- Requires the ability to travel for in-person meetings when required
- Able to lift up to 20 pounds of force occasionally to carry, push, pull or otherwise move objects (such as printed documents and a laptop)

**To apply:** If our mission, vision, and values align with yours and you meet the qualifications for this position, we’d love to hear from you.

<https://www.fletcherseminary.org/mission-and-vision/>

To send a letter of interest and resume/CV, email [info@fletcherseminary.org](mailto:info@fletcherseminary.org).

*Fletcher Seminary is committed to creating and maintaining an educational and working environment that is free from discrimination and harassment. Our Non-Discrimination policy prohibits discrimination on grounds protected under Federal and Texas law and Board of Trustees policies. Seminary programs, activities, and facilities are available to all without regard to race, ethnic background or color, creed or religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information, veteran status, sexual orientation, or any other basis as protected by federal, state, or local law.*

*Fletcher Seminary is a private educational institution and may lawfully consider an applicant's religion as a selection criterion. Fletcher Seminary is committed to hiring faculty and staff who share or are not opposed to the Christian faith and fully support Fletcher Seminary's mission.*