



**Forest  
Hills** BAPTIST  
CHURCH

**FINANCE DIRECTOR**  
Nashville, TN • FHBC.org

*Forest Hills Baptist Church is looking to hire a full-time Finance Director. This “working manager” will oversee the full spectrum of financial health – including strategic planning, budgeting, reporting, and internal controls – while supervising finance staff and serving as the primary liaison to banks, auditors, and vendors.*

## RESPONSIBILITIES

- Lead financial reporting to church leadership and the Finance Committee, including budgeting, cash flow, and contributions record keeping
- Partner with the Executive Pastor, Finance Committee, and ministry leaders on budget development, expense monitoring, and organizational stewardship
- Design and maintain internal controls to ensure accurate financial reporting and safeguard church assets
- Manage fund accounting across restricted, designated, and operating funds, maintaining a clear chart of accounts and project coding
- Oversee monthly bank reconciliations and ensure timely deposit of cash and checks
- Supervise, lead, and develop finance staff (accounting clerk and finance assistants)
- Review, approve, and sign all checks and ACH disbursements within established committee thresholds
- Manage FHBC-issued credit cards and enforce travel and expense policies
- Serve as the primary liaison to banks, insurance companies, and third-party vendors
- Administer onboarding documentation, payroll, and employee benefits

## TECHNOLOGY ENVIRONMENT

We use a modern software stack for our operations. Experience with these platforms is a big plus:

- Sage Intacct — General ledger and system of record
- Martus — Collaborative budgeting and variance monitoring
- Ramp — Corporate cards, expense management, and AP invoice processing
- Planning Center Giving — Donation processing, giving trends, and annual tax statements
- SecureGive — Online donation merchant processing
- MortarStone — Donor engagement analytics and forecasting

## PROFESSIONAL QUALIFICATIONS

- Education — Bachelor's in accounting, finance or a similar field required; CPA or Master's preferred
- Experience — 5+ years in accounting and/or financial management
- Core Skills — Strong budgeting, financial reporting, forecasting, and internal controls
- Specialization — Hands-on experience with nonprofit fund accounting and financial analysis
- Traits — Exceptionally organized, detail-oriented, effective communicator

## PERSONAL QUALIFICATIONS

- Bible-believing Christian who's actively growing in their faith
- In agreement with the church's Statement of Faith and aligned with our vision, mission, and values

## COMPENSATION PACKAGE

### Salary

- Competitive salary benchmarked against churches of similar size and budget

### Health Insurance

- 100% of employee premium covered, plus 25% for spouse and dependents
- \$200 monthly church contribution into employee's Health Savings Account
- Dental and vision insurance available
- Life, AD&D, and short-/long-term disability coverage starting day one

### Retirement & Financial

- Retirement: 403(b) plan with an automatic 5% church contribution after one year of service
- Annual Christmas bonus equal to 1% of salary
- Eligible for cell phone allowance
- Remote work flexibility

### Paid Time Off

- 10 vacation days
- 10 holidays annually, plus workdays between Christmas and New Year's
- 12 sick days per year (up to 30 days carryover)
- 5 workdays for training or conferences
- 10 workdays for mission trips

## HOW TO APPLY

Think you might be a good fit for this role? Send a cover letter and resume to [jobs@fhbc.org](mailto:jobs@fhbc.org). (No phone calls, please.)