



Role: FINANCE DIRECTOR

Status: Full-Time

Location: On-Site — 2101 Old Hickory Blvd., Nashville, TN 37215

Reports To: Executive Pastor

POSITION SUMMARY

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.

ABOUT FOREST HILLS

Founded in 1960, Forest Hills Baptist Church (SBC) is a growing, multi-generational congregation that welcomes around 1,000 worshipers each Sunday morning. **Our mission: To glorify God by making gospel-centered disciples who love, grow, serve, and go.** Join us this Sunday for choir-led worship at 8:30am in the Sanctuary, or band-led worship at 8:30 and 11am in the ELEVATE Worship Center — plus on-campus groups for all ages and life stages at 9:45am! To learn more, visit fhbc.org.

- FY25 Operating Budget: \$5.65M
- FY26 Operating Budget: \$6.30M

RESPONSIBILITIES

- Lead financial reporting to church leadership, including budgeting, cash flow, and contributions record-keeping
- Partner with the leaders on budget development, expense monitoring, and organizational stewardship
- Design / maintain internal controls to ensure accurate financial reporting and safeguard 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 / sign all checks and ACH disbursements within the established thresholds, manage church-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 as needed

PERSONAL QUALIFICATIONS

- Must be a committed, [Bible-believing Christian](#) who’s actively growing in their faith
- Must [affirm our Statement of Faith and be in alignment with the church’s vision, mission, and values](#)
- Must be passionate about advancing the Gospel through the local church
- » Note: You do NOT need to join FHBC to be a candidate or hired

PROFESSIONAL QUALIFICATIONS

- Education — Bachelor's degree in accounting / finance or a similar field; 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

TECHNOLOGY ENVIRONMENT

Experience with these platforms is a 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
- Amplify / SecureGive — Online donation merchant processing
- MortarStone — Donor engagement analytics and forecasting

COMPENSATION PACKAGE

- Salary — Competitive pay benchmarked against churches of similar size and budget
- Other Pay — Annual Christmas bonus, eligible for cell phone allowance
- Health Insurance — 100% of employee premium covered w/ 25% for spouse and dependents, plus \$200 / month contributed into a Health Savings Account
- Paid Time Off — 10-15 vacation days based on experience, 10 holidays, and workdays between Christmas and New Year's -- plus 5 workdays for training / conferences and 10 workdays for mission trips
- Retirement — Automatic 5% contribution after 1 year of service
- Job performed primarily on-site, with flexibility for appointments / occasional remote work

HOW TO APPLY

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