



**JOB TITLE: Director of Finance and Administration -- Walnut Creek Presbyterian Church, Walnut Creek, CA; Full Time Position**

Walnut Creek Presbyterian Church is located in a growing suburban community just 30 minutes from San Francisco. This unique geographic placement provides some truly exciting ministry opportunities in a hurt and broken world. We have a membership of 550. Our church is going through an exciting time of refocusing on our core values and opportunities, and strategically building around them. We are looking forward to you joining us on this mission!

**POSITION OVERVIEW:** To manage the Administrative, HR, Financial, Communication and Facilities Management services of the Church in support of the vision of the Senior Pastor and Session. Sound management of the “business” of the church is essential to free up the ministries of the church to function at their best. In addition, this position serves on the Staff Leadership Team of WCPC.

**REPORTS TO:** Senior Pastor

**SUPERVISORY RESPONSIBILITY:** Supervises Administrative, HR, Payroll, Communication, and Facilities Management staff; provides guidance and oversight to Lay Ministry Leaders of Finance, Building & Grounds, Human Resources and Communications.

**QUALIFICATIONS AND EDUCATION**

**Education & Experience:** College degree or equivalent work experience and at least 5 years management experience; a Master’s Degree in business or equivalent with business and/or entrepreneurial experience is desirable.

**Qualifications:**

- Mature Christian with a servant’s heart
- Strong record of effectiveness as a manager and decision maker
- Team builder who can bring out latent skills and talents in others
- Ability to develop, implement and monitor ministry strategic planning systems and the related budgeting process
- Strong knowledge of church bookkeeping needs and processes
- Good analytical skills
- Forward thinking and creative to keep systems and processes current and effective
- Strong written and oral communication skills
- Familiar with insurance needs, banking, taxes, and governmental and legal requirements related to non-profits
- A breadth of knowledge of purchasing and contracting
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook). Ability to learn to use the Shelby system
- Must be bondable

## **RESPONSIBILITIES**

1. Accountable to Senior Pastor and Session to fulfill management responsibilities as the “Chief Financial Officer” of the church
2. Accountable for Personnel-related processes and policies, including consistency and fairness in compensation recommendations, benefits, policies and procedures among other duties
3. Manager of the church’s budget planning process with recommendations to the Budget Committee and reporting to Session
4. Responsible for the church’s bookkeeping and related reports.
5. Accountable for care, oversight and management of the church facilities, including the main campus and rental properties
6. Accountable for management of church communications including electronic media and various marketing and informational pieces
7. Non-voting member of WCPC Foundation
8. A member of our Staff Leadership Team, which is our core church ministry shepherding team for health of WCPC as a congregation, serving under session.

Contact: If you would like more information on the position, or would like to submit a resume for consideration, please feel free to contact Jan Gordon at [WCPApps17@gmail.com](mailto:WCPApps17@gmail.com).

Church website: [www.wcpres.org](http://www.wcpres.org)

