



Swarthmore Presbyterian Church

Striving to be the body of Christ ~ here and now ~ ready to serve!

Director of Business Administration for Swarthmore Presbyterian Church, Swarthmore, PA

Part time, salaried

Overview:

Swarthmore Presbyterian Church (SPC) is a vibrant and growing church community with over 700 active members. SPC is seeking a new Director of Business Administration. Our ideal applicant is highly organized, detail-oriented, and able to manage multiple responsibilities at one time. He or she must have a passion for excellence as he or she supports the ministry and mission of the church. Professionalism, warmth, as well as discretion, are paramount in dealing with the church and nursery school staff, church members, and the community.

Position Summary:

The Director of Business Administration is a part-time 30 hour per week employee responsible for financial operations, human resources, and information technology programs.

The ideal candidate has a strong non-profit financial background and should be familiar with the best practices common at a non-profit organization, relying on experience and judgment to plan and accomplish goals, performing a variety of tasks, leading and directing the work of others.

Responsibilities include:

Responsibilities include the management of all day-to-day financial functions of the church and the Nursery Day School. Specific activities include: budget preparation, monitoring and controls, forecasting, preparation of financial statements, payroll, investments and endowment accounting, insurance, managing annual financial review process, providing all financial reports and documentation, and working with various committees within the church.

Additional responsibilities:

- Oversee IT strategy and development
- Provide oversight of annual and planned giving efforts as well as other fundraising programs
- Provide human resource management
- Supervise the Finance Coordinator
- Help set comprehensive goals for performance and growth
- Design and implement business strategies and financial plans
- Monitor and implement financial controls with an eye toward continuous improvement
- Manage daily administration and operations of the church

Reporting Relationship:

The Director of Business Administration reports to the Pastor / Head of Staff. She or he partners with church staff, the Session, its committees and the Nursery Day School in carrying out plans and policies.

Position Requirements:

- Proven experience as Director of Business Administration or relevant role
- Understanding of business functions, in particular, finance and human resources
- Demonstrable competency in strategic planning and business development
- Knowledge of performance/operation metrics
- Understanding of financial statements and non-profit accounting functions
- Outstanding organizational and leadership abilities
- Clear and strong communication skills, written and oral
- Aptitude in decision-making and problem-solving
- College graduate with at least five years financial management experience
- Experience with QuickBooks is preferred

Interested candidates should email a letter of interest and current resumé by **Friday, July 7** to:

Phil Gocke

personnel@swarthmorepres.org

c/o Swarthmore Presbyterian Church

727 Harvard Avenue

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