

Church Business Administrator

Black Mountain Presbyterian Church – Black Mountain, NC

117 Montreat Road, Black Mountain NC 28711, 828-669-2725

Job Description

Black Mountain Presbyterian Church is a 600 plus member church located in the heart of Black Mountain, NC. BMPC is seeking a person to serve as Business Administrator to lead the financial and accounting operations of the church, including but not limited to information technology, administrative support functions and facilities. This position directly supervises the Sexton and administrative support staff. This position communicates and coordinates with the Head of Staff/Pastor and other church staff, with Session members and Ministry Team Chairs, with the congregation and with other groups and service providers outside the church.

Skills and Other Qualifications

- Strong Accounting Background; Financial Management and Information Technology skills; prior experience working with ACS church management and accounting software is strongly preferred
 - Minimum of 5 years of experience in either church, non-profit or corporate settings; prior church experience is preferred
 - A Bachelor's degree from a four-year accredited college or university or higher
 - Excellent communications skills and ability to interact with entire church population
 - Excellent Organizational Skills and highly motivated
 - High personal credibility with a strong set of values consistent with church culture
 - Positive and pro-active approach to problem solving, with an emphasis on providing very good customer service
 - Ability to see the "big picture", multitask and prioritize accordingly
 - Ability to work in a team environment
 - General availability on occasional Sundays and some evenings
- Salary commensurate with experience. Benefits package included.

Interested applicants are encouraged to send the following information to Pastor Mary Katherine Robinson at mk@bmpcnc.org:

- a cover letter expressing why she/he believe they are well-qualified
- a current resume or CV with contact information
- the names and current phone numbers of three work references indicating the relationship with that person

All responses should be submitted by January 25. Interviews will be in late January. Thank you in advance for your interest in this position. We will consider all applicants and be back in touch if needed to schedule phone and in-person interviews.

Job Type: Full-time