



# BELLEVUE PRESBYTERIAN CHURCH

Job Title	Department	Reports to	Status	Start Date
Church Business Administrator	Operations	Senior Pastor	Exempt 40 hours / week	ASAP

## Our Roadmap: Where BelPres is Going

BelPres is committed to bring Jesus' healing wherever we live, work, play, and learn. To do this, we are focusing on four areas: community, discipleship, racial justice, and equipping and empowering youth and young adults. We strongly desire to reflect the kingdom of God and therefore encourage a diverse pool of applicants. We act because we believe. We love because we are loved by God.

## The Impact You'll Be Making

In this role, you will lead the business and operational ministries of BelPres church. This includes all business aspects of Finance, Facilities, I T/Network and Church database system. **Therefore, you will:**

- Manage the business, financial, and facilities operations of BelPres through the guidance and supervision of direct reports in support of the roadmap of the Church.
- Keep the trust of the congregation and donors by ensuring prudent use of cash, loans, and investments.
- Oversee 170,000 sq. ft and 13 acres of facility use, maintenance, and master planning.
- Represent the business, financial, and facilities operations on BelPres' executive team.
- Coordinate with Senior Pastor and Executive Pastor in the preparation and monitoring of the annual Church budget.
- Oversee office operations, database, information technology, and contractual relationships with vendors and rental groups using Church facilities.
- Participate as a team leader and team player on appropriate and assigned teams.
- Participate in Session meetings, Session committees, BelPres Legacy Foundation, John 14:2 Foundation and carries out other responsibilities as assigned by the Senior Pastor.

In addition, you are the Executive Director of two organizations:

- **John 14:2 Foundation** (separate 501c3) which owns and manages multiple homes in the area that BelPres uses for various ministries.
- **BelPres Legacy Foundation:** which manages approx. \$5M annually and awards grants for local and global missions as well as capital needs of BelPres.

## Who We Are Looking For

### Skills & Knowledge

- Successful coordination and management of staff in a large organization to accomplish organizational objectives
- Demonstrated ability to manage diverse departments
- Facilities management experience helpful
- 10 years' experience in business and financial management/leadership
- 8 or more years of successful Christian ministry involvement
- Financial expertise with established trustworthiness in developing financial strategies
- Impeccable integrity in operations, communication, and record keeping
- Knowledge and experience in business operations
- Excellent communicator with diverse constituencies

- Demonstrated capability to manage cash and the budgeting and forecasting process for a \$10M annual organization
- Demonstrated capability to manage people effectively
- Demonstrated leadership qualities, particularly in the ability to motivate and inspire
- Committed to teamwork and the professional development of people
- Skilled in interpersonal relationships and conflict resolution

**EDUCATION/TRAINING:**

- College graduate with degree in business or finance; CPA or MBA preferred

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

- Office environment

**Culture**

- Culture of Service: I look for ways to help, I make myself available, I am part of the solution
- Culture of Honor: I honor and love others, even in disagreement
- Culture of Stewardship: I do the one best thing as opposed to several good things to avoid waste
- Culture of Discipleship: I teach, I am taught, I develop people, and I give ministry away

## How To Apply

Please fill out an application (found at [belpres.org/jobs](http://belpres.org/jobs)) and submit it along with your resume and cover letter to:

**Christine Corneille, HR Director** - [ccorneille@belpres.org](mailto:ccorneille@belpres.org)  
1717 Bellevue Way NE / Bellevue, WA 98004