

Job Posting
Director of Business Operations
Episcopal Church of the Holy Spirit, Houston

Position Summary:

The Director of Business Operations is responsible for the day-to-day business activities of the church, including maintaining all financial and accounting records and providing office oversight. The position reports to the Rector, and works closely with the church Treasurer, key Vestry positions and fellow staff members. This is a full time position with regular office hours. Salary is commensurate with experience.

Key Responsibilities:

Financial

- Performs all accounting and reporting tasks using church approved software
- Manages and oversees cash and deposits, payroll and taxes, payables, year-end audit
- Generates financial statements and reports for review with the Treasurer and Finance Committee and presentation to the Vestry
- Leads the annual budgeting process and supports the stewardship campaign
- Processes all HR related activities including compensation, benefits, etc.
- Tracks membership
- Provides all diocesan-required reporting (e.g. annual parish report)
- Maintains strong financial controls

Office Oversight

- Ensures staff coverage during core office hours
- Ensures computer systems are in working order and software properly licensed
- Maintains confidentiality of materials and applications on church computer systems
- Reviews, updates or produces procedures/policies for administrative tasks
- Handles any office function requiring management attention

Qualifications:

- BS/BA in Finance/Accounting or equivalent experience
- 3+ years of preparing and managing a budget of at least \$1 million
- 5+ years of general management and human resources experience
- Experience working in a church or other faith-related setting is highly desirable
- Knowledge and experience with ACS Technologies (church accounting software) desired

Skills

- Strong interpersonal and communication skills (both written and oral)
- Well organized and efficient
- Effective at working in a collaborative manner with multiple stakeholders
- Proficient in Microsoft Office products (excel, Word, PowerPoint) and familiar with QuickBooks and/or other accounting software programs
- Demonstrated ability to meet key deadlines while managing competing priorities
- Utilizes the utmost discretion and confidentiality with any member inquiry

Please send resume to: jcondon@hsechurch.org