

## **BUSINESS MANAGER**

Trinity Presbytery is seeking an experienced person to fill a part-time, exempt position as a Business Manager. The current time commitment is 20 to 25 hours per week. The successful candidate will manage the execution of Presbytery's business, property, and financial affairs, as well as supervise related non-exempt staff. The person filling the position will have skills and experience in business administration, accounting, bookkeeping, endowment management, information technology, and office management, including development and supervision of office operators, policies and procedures. The successful candidate will have strong math, writing, and oral communication skills. The candidate should demonstrate skills in goal setting, team building, organizing and communicating to accomplish established objectives. He or she should possess knowledge of, or have an ability to, learn Microsoft Office and QuickBooks software systems.

[Click here for position description.](#) Please send résumés/qualifications/references to Mr. Tom Leclair, Moderator of Trinity Presbytery Personnel Committee via [email](#).