

Presbyterian Church (U.S.A.)
San Gabriel Presbytery

Associate Executive Presbyter
50%-time, exempt position

Purpose: To further the mission of Jesus Christ through the Presbytery of San Gabriel by facilitating effective management of presbytery resources and supporting congregations in doing the same.

Responsibilities:

1. Oversee presbytery finances, supervising bookkeeper and interfacing with Trustees for responsible and productive cash management, financial reporting, financial management of presbytery-owned properties, annual budget development, and document preparation for annual financial review.
2. Manage personnel-related systems, including onboarding of new staff, payroll, employee tax reporting and deposits, and benefits management.
3. Ensure all intra-church transfers and payments are made in an accurate and timely manner.
4. Serve as primary staff resource to the Presbytery Administration and Finance (A&F) Committee (Presbytery Trustees) by presenting and interpreting regular financial reports, propose new policies and practices, and manage internal controls and cash management for the Presbytery.
5. Support and advise on financial, property, and compliance/reporting responsibilities with sessions and leadership teams as needed.
6. Support development of policies for Presbytery and congregations as required by government and PC(USA) and San Gabriel Presbytery mandates.
7. Help with development of strong, competent managers at the congregational level through training, consultation, and support of peer networks across the Presbytery.
8. Maintain resource list of service providers for the Presbytery and churches, including accounting, legal, insurance, and property management and repair services.
9. Respond to other presbytery-related financial requests as they arise.
10. Act on behalf of the Executive Presbyter as needed, and help with other work in support of the Presbytery mission as requested by the Executive Presbyter and as time allows.

Accountability: The Business Manager/Associate Executive Presbyter's primary work relationships are with the Executive Presbyter, Bookkeeper, Stated Clerk for Administration, Presbytery Accountant, Treasurer, and A&F Committee. Annual review will be conducted by the Executive Presbyter with review by the Personnel Committee. Supervises off-site Bookkeeper.

Qualifications:

1. Demonstrated experience in church-related financial management.
2. Highest level of personal integrity, initiative, and work organization.
3. Management-level experience in managing finances, property, and/or nonprofit compliance issues.
4. Strong experience in congregational ministry.
5. Ability to embody and advance Presbytery mission priorities, and work effectively and respectfully with people across diverse cultures, perspectives, levels of expertise, and communications technology.
6. Ability to further Reformed theological perspectives in the areas of resource management, church administration, and ministry development.
7. Ability to balance non-anxious responsiveness and manage deadlines in the context of a complex system of sometimes competing priorities.

Compensation:

1. Salary of \$45,000 for a one-year period; may be renewed pending available resources
2. Benefits for medical or other benefits as negotiated with candidate, as well as paid vacation, personal time off, flexible schedule and work approach
3. Reimbursable travel and business expenses of up to \$1,655
4. Reimbursable continuing education expenses of up to \$615.

The Presbytery of San Gabriel is an Equal Opportunity Employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, gender identity, marital status, sexual orientation, national origin, disability or handicap, or veteran status.