

Seeking:
Full-Time Church Business Administrator

Brentwood Presbyterian Church, a warm, 700 member, dynamic, inclusive and active congregation strategically located at Bundy and San Vicente in the heart of the Westside of Los Angeles, is offering an exciting full-time Business Administrator position to manage the business affairs of the church including financial administration, facilities management and selected areas within personnel administration. This challenging and fulfilling position will work directly with our Finance and Facilities Committees in addition to supervising our IT director and outsourced custodial staff.

The successful candidate will need to be an extremely well-organized administrator with strong accounting, computer and people skills and will be an experienced and proven leader. If you are interested in a wonderful work atmosphere with great collegial relationships doing work that makes a big difference, we would love an opportunity to talk to you about this unique form of ministry. Competitive salary with benefits included.

Please email your cover letter and resume to the search team at leopress@msn.com
For more information about our congregation please visit bpcusa.org