

BUSINESS ADMINISTRATOR (BA), PITTSBURGH PRESBYTERY
901 Allegheny Avenue
Pittsburgh, PA 15233

PURPOSE

To manage the presbytery's business, property, and financial affairs. The BA works with all Presbytery staff, the Treasurer, committees, and congregations to assure that all business is conducted according to the highest business and Christian standards.

ACCOUNTABILITY

1. Reports to the General Minister.
2. Annual performance review conducted by General Minister.

PRIMARY RESPONSIBILITIES INCLUDE

1. responsibility for accounting and data records
2. support for development of the administrative and general budgets
3. coordination of purchasing and maintenance of office equipment, supplies, and maintenance
4. coordination of IT maintenance and usage
5. assure proper administration of staff payroll, benefits, and tax compliance
6. maintain personnel records
7. supervision of building custodian

QUALIFICATIONS

1. 4-year college degree or equivalent, preferably in a business-related field
2. minimum of six years' experience in business administration, preferably in non-profit work
3. experience with Microsoft Office and ACS accounting software (or other church management software)
4. experience in IT systems and networks
5. experience with facility service and maintenance

TO APPLY

Interested candidates should email resume in pdf format to cnelson@pghpresbytery.org by March 15, 2023. Anticipated start date is May 1, 2023. Please visit our website www.pghpresbytery.org for more information about the Pittsburgh Presbytery ministries, committees, activities, and staff.

TERMS

This is a full time, 37 hour per week, exempt position. The BA reports directly to the General Minister of Pittsburgh Presbytery. Salary will be negotiated based on qualifications and experience. Benefits include vacation, holidays, and personal time; medical; disability; pension. All staff persons are subject to the provisions of the Presbytery's Personnel Manual and The Manual of Pittsburgh Presbytery. Staff persons receive annual and periodic comprehensive reviews of performance.