



# BELLEVUE PRESBYTERIAN CHURCH

Job Title	Reports to	Status	Compensation	Start Date
Finance Director	Church Business Administrator	32 hours/week Exempt	\$70-85,000/year DOE	ASAP

## Our Roadmap: Where BelPres is Going

BelPres is committed to partner with Jesus to further his kingdom on the Eastside and in the places around the world to which he calls us. To do this, we are focusing on four areas: community, discipleship, racial justice and healing, and equipping and empowering every generation to reach and engage young families. We strongly desire to reflect the kingdom of God and therefore encourage a diverse pool of applicants. We act because we believe. We love because we are loved by God.

## The Impact You'll Be Making

The BelPres Finance Director leads the stewardship of budget resources to maximize effectiveness in supporting the mission and vision of BelPres. You will ensure complete and accurate accounting records according to GAAP, BelPres policies, tax codes, and other legal guidelines. You will equip diverse ministry leads to utilize their budgets wisely, and communicate with all levels of the organization on financial issues. You will lead the annual budget-setting process with church leadership, including the finance committee. You will oversee and support the finance department by assessing, designing, and implementing all financial systems, including software structure, and by providing coverage as needed for team members' time off. You will lead and/or support BelPres partners, including the John 14:2 and Legacy Foundations.

## Who We Are Looking For

### Skills & Knowledge

- Personal and growing commitment to Jesus Christ and a commitment to the mission of BelPres
- CPA and or non-profit church accounting experience strongly preferred
- Demonstrated experience with financial systems (We currently use Shelby Arena, Pushpay, and Paychex.)
- Expert-level user of Microsoft Excel
- Demonstrated experience managing a diverse team
- Demonstrated ability to solve problems with creative, critical thinking
- Strong relational skills and the ability to communicate financial performance and issues in terms easily understood by all levels of staff and congregation
- Demonstrated experience working in an inter-generational and cross-cultural environment

### Culture

- We Are One Team, Fully Present: Our communication is built on trust, and we are quick to give grace
- We Are Intentionally Innovative: We aren't afraid to challenge the status quo
- We Care Big: We assume good intent and have a bias for action and timeliness
- We Do Hard Things: We believe in a God who calls us to work together and makes the impossible possible

## How To Apply

Please fill out an application (found at [belpres.org/jobs](http://belpres.org/jobs)) and submit it along with your resume and cover letter to:  
**Laurel Fortin, Interim Church Business Administrator** - [lfortin@belpres.org](mailto:lfortin@belpres.org)  
1717 Bellevue Way NE / Bellevue, WA 98004