

**Senior Director of Administration:** Serve as a trusted high-level leader and primary contributor to PCPC's mission and vision. Serve as a member of the core leadership Ministry Area Leaders Team. Responsible for overseeing a strategy and plan for administrative aspects of finance, compensation and benefits, and other areas of operations. Report to and work with Finance Committee, co-lead Governance Committee, partner with session Working Group elders for elder oversight, and engage the Diaconate and lay leaders for ministry participation. Effectively lead, supervise, coach, and manage the Administration Ministry Area Team (Director of Finance, Accounts Receivable Specialist, Director of Human Resources – Compensation and Benefits, Payroll & Benefits Specialist, and other support staff). Supervise and direct MinistrySafe Specialist and support staff.

Directly responsible for day-to-day and long-term policies and procedures of PCPC financial management and accounting. Oversee program budget, personnel budget, monthly and annual reporting, audit, banking relations, cash management, third-party vendor relationships, donor relations, policies, and compliance. Ensure proper oversight of staff benefits plan including medical, dental, and vision insurance, and 403b retirement plan. Ensure proper execution of ongoing payroll processing and compliance for all policies and best practices. Ensure proper compliance and implementation of all operations, personnel, financial, technology, and child protection policies. Oversee all aspects of risk assessment and compliance. Maintain legal requirements, review and execute contracts, and seek legal counsel as needed.

College degree in Accounting or Business Administration with Accounting/Finance major preferred. Seven years finance and accounting staff leadership preferably in non-profit organization. CPA with strong financial experience and skills preferred. Human Resources and benefits administration experience preferred. Proficient in Microsoft Office. Advanced understanding in Excel is required. Sage Intacct Accounting system, Martus Budgeting system, and Ministry Platform database experience preferred but not required. Must be spiritually mature and possess a biblical perspective on serving others through leadership. Must be a high-capacity people-oriented team leader who possesses strong verbal and written communication skills. Position requires an individual with exceptional emotional and cultural intelligence. Must be highly organized and highly motivated to work with others. PCPC membership is preferred.

This is a regular, benefit eligible, full-time (40 hours a week), exempt position (not eligible for overtime). Please email resumes to [careers@pcpc.org](mailto:careers@pcpc.org). The job description will also be available on our PCPC website at <https://careers.pcpc.org>. If you have any questions, please email [careers@pcpc.org](mailto:careers@pcpc.org).