



Williamsburg Presbyterian Church

Director of Finance and Administration

Williamsburg Presbyterian Church (WPC) in Williamsburg, VA, is seeking a highly skilled and dynamic professional to fill the position of Director of Finance and Administration. The successful candidate will be responsible for completing all financial operations including accounts payable processing, accounts receivable collection, payroll, taxes, budget preparation, and investments. The Director must be able to prepare, analyze, and interpret the Church's financial statements and have general human resources and insurance knowledge.

The Director of Finance and Administration is the Church's primary financial officer. WPC has a congregation of approximately 1200 members with an annual budget of over \$1.4M.

Major Duties:

- Responsible for all WPC financial operations to ensure compliance with established church financial policies and procedures and Generally Accepted Accounting Principles (GAAP).
- Produce timely and accurate financial statements.
- Responsible for the monthly closing and all other financial processes including account analysis and reconciliation.
- Oversee the total insurance program for the Church including property, liability, worker's compensation, employee benefits, and other appropriate coverages.
- Coordinate with staff members and contracted IT Consultant for issues associated with the IT system.
- Develop, implement, and maintain accounting and administrative policies and procedures and documentation of personnel and financial data.
- Manage administrative operations.
- Provide support and advice to church staff, officers, and committees.
- Assist in special projects as required.

Requirements and Qualifications:

- Bachelor's degree in Accounting or Business Administration from an accredited 4-year college or university.
- At least 5 years of progressive accounting experience.
- Proficient in Microsoft Office suite (Word and Excel essential).
- Extremely knowledgeable in financial forecasting, accounting principles, and financial data analysis.

- Outstanding oral and written communication skills.
- Effective time management skills and ability to prioritize tasks.
- Excellent interpersonal skills and the ability to work collaboratively with other staff and volunteers.
- Personal qualifications of integrity, credibility, and dedication to the mission of WPC.
- Experience working with a relational database and knowledge of church management software are a plus.

This is a non-supervisory position. Salary is commensurate with experience. Prospective hire must complete a satisfactory background investigation.

WPC is an Equal Opportunity Employer. We recruit/hire persons in all job classifications without regard to race, creed, color, national origin, gender, sexual orientation, age, marital status, religious affiliation, veteran status, or physical/mental/medical disability unrelated to the ability to engage in job-related activities.

Applicants should send a cover letter and resume to: secretary@mywpc.org.