

## Job Opportunity – Director of Finance and Operations with Broad Street Presbyterian Church in Columbus, Ohio



Are you a strategic thinker with a passion for financial management, organizational leadership, and community impact? Do you thrive in environments where your work supports a meaningful mission, strong systems, and faithful teamwork? If you answer yes, we want to speak with you!

**Salary range: \$90,000-\$100,000, with 403B and 6% match, generous PTO, and health benefits.**

As the **Director of Finance and Operations**, you will play an important role in ensuring the financial health, operational efficiency, and administrative excellence of our church. You'll work closely with staff and volunteer leadership to develop and implement strategies that support our mission and values.

### **Additionally, you will:**

- Manage financial operations including accounting, budgeting, forecasting, reporting, and compliance.
- Lead the annual budgeting process and present financial reports to staff, committees, and Session.
- Oversee donor statements, tax filings, grant management, and internal controls.
- Supervise the Finance and Database Manager and maintain relationships with auditors, banks, vendors, and benefit administrators.
- Provide HR support including policy development, recruiting, onboarding, compensation planning, and staff development.
- Ensure compliance with labor laws and denominational guidelines while fostering a positive, inclusive workplace culture.
- Supervise two administrative staff members; manage building maintenance (in partnership with a property management company), capital expenditures, and service contracts.
- Oversee facility use for worship, programs, events, and rentals; manage the office operations budget.

### **Qualified candidates will have:**

- Bachelor's degree required; MBA or CPA preferred.
- Minimum 5 years of experience in financial and human resources.
- HR certification (PHR, SPHR, SHRM-CP, or SHRM-SCP) preferred.

- Proficiency in QuickBooks Pro/Accountant and database systems. Knowledge of payroll processing and payroll systems preferred.
- Strong leadership, analytical, and communication skills.
- Experience in facilities management and contract negotiation.
- Commitment to confidentiality and integrity.

Broad Street Presbyterian Church (BSPC) is a vibrant, justice-minded congregation located in the heart of Columbus. We believe in putting faith into action through worship, service, and community engagement.

To learn more about who we are and the work we do, visit: <https://bspc.org/>

This is an opportunity to be part of a caring and welcoming community committed to making a difference. You'll join a team that values transparency, compassion, and creativity in the pursuit of a more just and hopeful world. If you have a heart for service and a talent for organization, apply today!

Send your resume and cover letter to [office@bspc.org](mailto:office@bspc.org) and become part of our vibrant church community.

Employer is EOE/AA/M/F/D/V.