

## **Church Administrator**

Pasadena Presbyterian Church, 585 East Colorado Boulevard, Pasadena is seeking an individual to be responsible for efficiently administering the office operations in order to provide a welcoming and well run church, for the church members, staff and visitors. The current office operations staff includes a full-time facilities director, a full-time bookkeeper, a full-time administrative assistant and a part-time administrative assistant. This position will assist the Personnel Committee as the primary resource person for human resources matters. He/she will also work closely with the bookkeeper to ensure that financial statements are accurate and timely.

Qualifications include:

- 5+ years of supervisory experience including experience in the area of Accounting and Human Resources
- Experience working in a non-profit organization, preferably a church
- Strong working knowledge of office computer systems: Outlook, Excel, Word, PowerPoint, church accounting software, database software and willingness to learn new systems.

Compensation: \$65,000 - \$75,000 based on experience and ability with medical coverage included.

To apply: Submit resume, and cover letter pdf format to the attention of the Personnel Committee at [ppchr@ppc.net](mailto:ppchr@ppc.net). Please go to our website: [ppc.net](http://ppc.net) for a detailed job description. Applications will be received until the position is filled.