

**Seeking:**  
**Director of Business Administration**

**Brentwood Presbyterian Church**, a warm, 500 member, dynamic, inclusive and active congregation strategically located in the heart of the Westside of Los Angeles, is offering an exciting full-time Director of Business Administration opportunity to manage the business affairs of the church in the areas of financial administration, management of facilities, and personnel administration and support. This diverse and fulfilling position will work directly with our Personnel, Finance, and Facilities Committees and report to the Senior Pastor, Head of Staff. The successful candidate will need to be an extremely well-organized multi-tasker and administrator with strong accounting, computer and people skills/experience and proven leadership ability. To qualify you should have a Bachelor's degree or 9 years of related experience, including 5 years of related experience in church/or small business management, and 3 or more years of experience in either banking, accounting, bookkeeping, or a combination of similar discipline.

If you are interested in a wonderful work atmosphere with collegial relationships doing work that makes a big difference, we would love an opportunity to consider you for this unique form of ministry in our church. Competitive salary with benefits included.

For more information about our congregation and a full job description (see "jobs" under "connect" on the website), please visit our website: [www.bpcusa.org /jobs](http://www.bpcusa.org/jobs)

If you are interested in being considered, please send your resume to [jobsearch@bpcusa.org](mailto:jobsearch@bpcusa.org)