

Calvary Baptist Church/PCA

Operations/Business Manager

Position Summary:

The Business Manager is responsible for Finance, Facilities, Legal, and IT for Calvary Baptist Church and its ministries, including a 725 Student School. The Business Manager is the CFO of the School.

Duties and Responsibilities:

Requirements:

- Minimum of 4 years of executive financial leadership experience, preferably in a non-profit organization.
- Bachelor's degree in business is required, with an MBA preferred.
- Strong finance and accounting background.
- Experience working or volunteering in a Church or School environment.
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Ability to make strategic plans and projections for three or more years into the future.
- Ability to establish and focus on critical key priorities in an environment with frequent interruptions.
- Demonstrated ability to set priorities, propose new ways of creating efficiencies, and guide investment in people and systems.
- Proven effectiveness in leading professionals.
- Active involvement in a local church.
- Alignment with PCA/CBC Statement of Faith.
- Membership at Calvary Baptist Church within one year of hire.

Note: School policy requires that each successful applicant be free of past serious legal infractions as determined through criminal records check with local, state, and federal law enforcement agencies.