

Director of Finance & Human Resources

Christ Episcopal Church, 1114 Ninth Street, Coronado CA 92118

Christ Episcopal Church serves Coronado and the wider San Diego community as a center for religious life, spiritual growth, education, and outreach. Open and welcoming, Christ Church's motto is "Bridging Love and Service." The Christ Church family prides itself on courageous hospitality, intellectual curiosity, justice for all, and service as a way of life. Rooted in its Episcopal identity and situated on the Christ Church campus, Christ Church Day School is the church's largest ministry, directly serving ~100 elementary age students.

The newly created Director of Finance & Human Resources position will oversee the performance and efficiency of the following for both Christ Church and Christ Church Day School:

- Finances and budgeting
- Accounting and bookkeeping
- Human resources policies, procedures, and records
- Insurance and benefits
- Payroll

Additionally, the Director of Finance & Human Resources will:

- Assist with donations, pledges, and Development tracking
- Aid Stewardship and Development
- Support audits
- Generate tax documents
- Create analyses and reports
- Produce Parochial Reports
- Manage Diocesan requirements

The Director of Finance & Human Resources will report to the church's Rector and will work closely with the church's Treasurer and Finance Committee as well as the Christ Church Day School Head of School. This is

a full-time, exempt position requiring on-site presence Monday – Friday and may include an occasional evening; exact work hours may be flexible.

Minimum Required Qualifications:

- Bachelor of Arts or Bachelor of Science
- General finance and accounting experience
- Quickbooks Online experience
- Human Resources experience
- Excel expertise

Our ideal candidate will possess:

- Integrity
- Collaborative attitude
- Pastoral approach
- Cultural competency
- Excellent communication skills
- Attention to detail
- Respect for deadlines
- Ability to prioritize and balance a varying workload
- Willingness to learn and implement new systems and software
- Patience and fortitude in sorting out systems and vendors
- Experience with:
 - Paychex
 - FACTS

Compensation & Benefits:

- Medical and dental insurance for Employee + 1
- Pension contributions
- Generous office closures and paid time off
- Loving, family-like work environment

Applications will be considered on a rolling basis until the position is filled.

To apply, please submit the following to rector@christchurchcoronado.org:

- Cover letter
- Resume
- 3 references