



Presbytery of Nevada

Director of Finance Position Available

The Presbytery of Nevada, comprised of 23 Presbyterian Church (U.S.A.) congregations in the State of Nevada and on the Eastern side of the Sierra Nevada Mountains in California, is seeking a **Director of Finance** with a target start date of September 30, 2023. This position announcement and full position description are available at the presbytery's website at nevadapresbytery.org.

Key Responsibilities: The Director of Finance serves the Presbytery and its Council, Board of Trustees (Trustees), and each of the committees, commissions, congregations, and special entities such as New Church Developments (NCDs) or others by providing accounting assistance, management, and oversight of the Presbytery accounts for which they are responsible. He or she works cooperatively with the Presbytery's Stated Clerk/General Presbyter and the leaders of those entities noted above. Full details are provided on the position description.

Preferred Skills and Qualifications: The ideal candidate would live within the Presbytery of Nevada and would be familiar with fund accounting. The Presbytery is currently using Church Windows accounting software. The candidate would have the time and flexibility to attend spring and fall in-person meetings of the presbytery in addition to managing the ongoing responsibilities of the position. Church membership and experience working with congregations and their leaders is preferred. The Director of Finance would maintain their own office space and be proficient in working independently as well as communicating with others remotely.

Compensation and Benefits: This is a part-time position with limited benefits. Compensation is currently \$20,976 with reimbursement of professional expenses such as internet service and travel expenses for meetings.

Applicants are asked to submit a cover letter and resume with three professional references to the Rev. Scott Trevithick, chair of the Personnel Committee, at rstrevithick@gmail.com. The application deadline is Monday, May 1, 2023 at 5:00 p.m. Pacific Time. Suitable candidates would be interviewed by the Nevada Presbytery Personnel Committee, which would recommend a candidate to the Presbytery Council at its June 2023 meeting.