

Director of Operations

Full-Time | Columbia Presbyterian Church | Vancouver, WA

About Us

Columbia Presbyterian Church is a growing, fast-moving church passionate about helping people encounter God, enter into life-changing relationships with Jesus, and allow the Holy Spirit to show them their place in God's work. Everything we do—from Sunday services to community outreach—relies on strong systems, clear processes, and healthy teams behind the scenes.

That's where you come in.

We're looking for a **Director of Operations** who loves supporting people so they can thrive and who is wired for organization, energized by problem-solving, and experienced in **finance, project management, and HR**, this could be the perfect fit.

What You'll Do

Own the Financial Systems

- Lead budgeting, forecasting, and financial reporting
- Manage day-to-day accounting in **QuickBooks** (AP, reconciliations, reporting)
- Help leadership make wise, informed financial decisions
- Ensure accuracy, accountability, and transparency in all financial processes

Build & Lead Operations

- Create and improve systems that keep a fast-paced church running smoothly
- Streamline processes so teams can move faster and more effectively
- Oversee vendors, facilities, and operational logistics
- Anticipate problems before they happen—and solve them when they do

Support People & Culture (HR)

- Oversee hiring, onboarding, and team transitions
- Support staff development, performance, and feedback systems
- Manage HR policies, compliance, and benefits
- Help cultivate a healthy, aligned, mission-driven staff culture

Drive Projects Forward

- Lead key initiatives from idea to execution
- Build clear project plans, timelines, and accountability
- Partner with ministry leaders to turn vision into action

What You Bring

- Strong experience in **financial management and QuickBooks**
- Background in **operations, project management, and/or HR**
- Proven ability to build systems and improve workflows
- High attention to detail without losing sight of the big picture
- Excellent communication and leadership skills
- Ability to thrive in a **high-energy, constantly evolving environment**

Bonus Points If You Have

- Experience in a church, nonprofit, or ministry setting

Who You Are

- You love making things work better, faster, and smarter
- You're proactive—you don't wait to be told what's broken
- You're both analytical *and* people-focused
- You're comfortable with numbers, systems, and conversations
- You believe in the mission of the local church and want to make a real impact

Why This Role Matters

You won't just be "keeping things running"—you'll be building the systems that allow our church to grow, serve more people, and make a bigger impact in our community.

How to Apply

Send your resume to tricia@columbiapresbyterian.org and a quick note about your experience with **finance (especially QuickBooks), operations, and HR**, and why this role excites you.

To learn more about Columbia Presbyterian Church, visit our website at www.columbiapresbyterian.org.