



Part-Time Church Secretary/Bookkeeper

Hillcrest United Presbyterian Church, Monroeville, PA

Part-time, 10 hours/week, In-person, non-exempt

• **Immediate opening** •

Seeking individual (Christian Church affiliation preferred) with organization and communication skills, as well as confidential trust for the open position of Part-Time Secretary/Bookkeeper, serving a 100-member congregation.

Ideal candidate will have excellent filing skills, general bookkeeping knowledge, and social media skills. Must have competency in Microsoft Word and Excel. *Qualified college students encouraged to apply as well!*

Responsibilities:

- Secretarial
- Scheduling
- Financial recording and reporting

Tasks include, but not limited to:

- Answering phone
- Maintaining member information on Servant Keeper software program
- Maintaining files
- Maintaining the church calendar
- Promote events on electronic Church sign weekly
- Update Church WordPress website weekly with sermons, photos, and announcements
- Maintain accounts of the General and Restricted Funds
 - a.) Post current receivables to appropriate accounts.
 - b.) Post invoices to appropriate accounts.
- Prepare checks
- Provide information to payroll service.
- Provide financial recording and monthly reports for all accounts and donor contributions
- Keep spreadsheet with weekly deposits and attendance information.
- Manage the "Office Supplies"

On-Line Training will be provided for Servant Keeper software program.

Hillcrest is a friendly, welcoming environment!

- Ten (10) hours a week, in-person
- \$14.00 per hour (negotiable)
- Paid vacation and personal days provided

Send resume and why you would make a great candidate!

Preferably by email to: Clerk@HillcrestUPC.org

Or mail to: Hillcrest United Presbyterian Church
Attn: Clerk of Session
1622 James Street
Monroeville, PA 15146