

PART-TIME ADMINISTRATIVE ASSISTANT/FINANCIAL SECRETARY –

First Presbyterian Church at Caldwell • 326 Bloomfield Ave, Caldwell NJ •

<http://www.firstprescaldwell.org>

The First Presbyterian Church at Caldwell is a vibrant and active church with more than 700 members of all ages. We have a current need for a Part-Time Administrative Assistance/Financial Secretary to join our staff. As the first point of contact for members and all visitors to the church office, the Part-Time Administrator is an integral part creating a welcoming and caring environment. This position provides receptionist coverage, administrative support, and accounting clerical and data entry activities.

Primary Responsibilities

- Greet visitors and create a positive experience for members and visitors.
- Sort and distribute incoming mail.
- Receive monies weekly and make entries to appropriate accounts, crediting appropriate donors.
- Pay and verify coding of all bills and requests for payment.
- Ensure bill payments are recorded into the accounting system.
- Provide support to Office Manager including the weekly preparation of the bulletin.
- Maintain accurate records and reports.
- Enter information pertinent to membership in the church register and church database.

Requirements

- High school diploma required
- Knowledge of general office and secretarial work
- Experience with bookkeeping and other accounting clerical activities
- Proficient with Microsoft Office Suite, Publisher, and QuickBooks
- Experience in dealing with confidential and sensitive matters
- Honor the core values and beliefs of the Presbyterian community of faith

Compensation

This is a part time position, **20 hours per week; hours can be flexible.**

How to Apply:

Send resume **including salary requirements** to: resume@firstprescaldwell.org. Please put PART-TIME ADMINISTRATIVE ASSISTANT POSITION in the subject line.

December 6, 2017