

## **Church Staff Positions Available**

### **Financial Coordinator** (full time, benefits-eligible)

Position Overview: Provide day-to-day financial functions, working closely with the church administrator and treasurer to ensure the accurate and efficient management the church's accounting system, including associated filings, document filing, and record keeping.

- Financial experience including management of accounts payable, accounts receivable, payroll, general ledger, and associated bookkeeping tasks.
- Demonstrated proficiency and experience with the Microsoft Office Suite (particularly Excel) and other standard office software, databases, and accounting systems required.
- Strong organizational and interpersonal skills, being able to work both independently and collaboratively with staff and lay leadership.
- A bachelor's degree in business administration, finance, or a related field with experience commensurate with education.

*If you know someone looking for a new challenge and opportunity to work in a dynamic and progressive team ministry environment, encourage them to send a cover letter and resume by 2/23/24 to:*

Pam Barrett, Chair SPRC  
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