

### Ad for position

First Presbyterian Church, Greenville, NC is seeking a bookkeeper or accountant for a part-time position as Financial Administrator of the church. Work hours are flexible but would generally constitute 25-30 hours per week.

Duties are as follows:

- Maintain financial records (general budget and special projects funds), including processing all incoming deposits, receipts, pledges (revenue) and expenses. Provide monthly reports to the pastor and governing body.
- Dispense funds according to the approved budget and instructions of the church treasurer.
- Process payroll and benefits payments to employees, pension plans, insurance premiums, and other personnel related expenses.
- Maintain the database of volunteers.
- Assist the Clerk of Session, maintain Session (governing body) records, minutes, etc.
- Keep records on building and grounds, including maintenance records and contracts and properly file technical manuals.
- Act as backup to the church Office Administrator, answering phones and handling questions and requests from church members.

Desired Qualities:

- Good oral and written communication skills; ability to speak and write clearly.
- Strong aptitude working with computers, especially accounting and/or booking software, as well as Microsoft Office products (Word, Excel, Outlook).
- 3-5 years-experience as an accountant or bookkeeper in a business, academic, or church setting.
- Ability to delegate tasks and supervise work of office volunteers.

To apply, send resume, cover letter, and 3 references to:

First Presbyterian Church  
1400 South Elm Street  
Greenville, NC 27858  
Fax: 252-758-1365  
Email: [janice@fpcgreenville.org](mailto:janice@fpcgreenville.org)