

Church /Financial Secretary

The First Presbyterian Church (U. S. A.) of South Lyon, Michigan is seeking an experienced part-time Church/Financial Secretary to join our team in March. Interested candidates can read more about us at <http://www.fpcsouthlyon.org>. The position of the Church Secretary is a very special ministry and important in a church setting. As frontline staff, the Church Secretary reflects the mission of the church community.

Duties

Serve as information and communication channel in the main office; report directly to pastor; schedule meetings and appointments; organize and maintain paper and electronic files; and disseminate information by using the telephone, mail services, web sites, and e-mail.

Maintain the church calendar and building usage, correspondence, handle mail pickup and distribution, and assist Treasurer as needed, receipts, bookkeeping and bank deposit.

Use a variety of office equipment to create spreadsheets, compose correspondence, manage databases, update website, and create presentations as needed; i.e. Sunday bulletin, newsletter, annual reports.

This position will involve many varied tasks and require administrative support for our Pastor, Treasurer, and church members as needed.

Qualifications

- Must be proficient in typing and good at spelling, punctuation, grammar, and word processing, highly detail-oriented, with excellent accuracy
- Confidential, discrete, delightful attitude, good judgment, organized, take initiative, self-motivated, and the ability to work independently
- Computer skills - MS Office, Church Windows software (experience preferred)
- Excellent written and oral communication, and interpersonal skills - must be tactful
- Previous accounting/bookkeeping experience in a church or non-profit preferred
- Non-member of First Presbyterian Church of South Lyon

Hours: 18 hours - Monday, Wednesday, Friday

Apply: Send your cover letter and resume to personnel@fpcsl.com