

## Office and Financial Administrator

**First Presbyterian Church Zephyrhills** is an open, caring community of faith serving the Zephyrhills area. We believe in serving Christ through worship and fellowship by making Christ know through witness and service.

**The Position:** We're looking for a part-time Office and Financial Administrator. Hours are Monday through Friday, 9:00 a.m. to 1:00 p.m.

### Requirements:

- Proficiency in Microsoft Office, especially in the preparation of bulletins, newsletters, correspondence, etc.
- Knowledge of accounting systems, payroll, submitting forms to IRS. Software used is Church Windows.
- Excellence and confidentiality in dealing with the community and the congregation is a must.
- Ability to work in an office setting with multiple tasks and priorities.

### Responsibilities:

- Greet visitors and assist with inquiries and requests for assistance; answer phone calls and direct to appropriate responsible individual.
- Prepare reports, bulletins, newsletters, correspondence, etc.
- Prepare payroll, accounts payable, bank reconciliation and handle other financial matters along with the Treasurer.
- Maintain confidentiality.
- Maintain office supplies and other general office responsibilities.
- Assist the pastor with correspondence, records, computer, and administrative support.
- Maintain membership database.
- Assure proper annual reporting and statistical information.

**The Location:** First Presbyterian Church is located at 5510 19<sup>th</sup> Street, Zephyrhills, in the heart of the community. To apply, please send a brief resume with your contact information and work history to: Rev. Denise Lay at [pastor.firstpcz@gmail.com](mailto:pastor.firstpcz@gmail.com) or by mail to 5510 19<sup>th</sup> Street, Zephyrhills, FL 33542.