

The House of Hope

Administrative Assistant – Finance/Front Desk

The House of Hope Presbyterian Church in Saint Paul, MN is seeking a full-time Administrative Assistant to provide accounting and front office support for the church. Accounting responsibilities include accounts payable, Journal entries, month end balancing and reporting, and budget and audit preparation. Front desk responsibilities include greeting visitors, directing incoming telephone calls, maintaining membership database, and general office support. This position may also be requested to assist with special projects as directed by the Administrative Manager.

Education/experience includes:

- A two year degree in accounting.
- 1 – 3 years bookkeeping experience is desired.
- Experience with Microsoft office suite, database management, and accounting software.
- Ability to prioritize and handle multiple tasks simultaneously with strong attention to detail.
- Demonstrate a high level of personal and professional integrity and ethics.
- Strong oral and written communication skills.

We recognize and embrace the power of a diverse community and strongly encourage applications from individuals with varied experience and backgrounds. EEO/M/F/D/V.

A complete position description can be found on our website at
<http://www.hohchurch.org>.

Please send resume and letter of interest to Anne Mitchell,
AnneM@hohchurch.org.