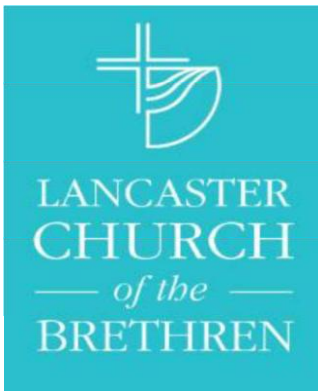




Job Opening: Church Administrative Bookkeeper

Location: Lancaster Church of the Brethren (1601 Sunset Ave., Lancaster, PA 17601)

Position Type: Part-Time (16 to 20 hours weekly)

Lancaster Church of the Brethren is currently seeking a dedicated and detail-oriented **Administrative Bookkeeper** to join our office staff. The Administrative Bookkeeper, in partnership with the Administrative Secretary, supports the daily operations of our church office and contributes to our welcoming, organized, and faith-centered environment.

Key Responsibilities:

- Accounts payable and billing, payroll, employee insurance and pension forms.
- Assist with financial reports, help prepare the plan of ministry (budget), and other stewardship tasks.
- Manage church van usage, the church calendar, schedule outside groups, and the key systems.
- Greet visitors and handle phone/email inquiries with professionalism and care

Qualifications:

- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, etc.)
- Strong oral and written communication skills
- Ability to work collaboratively as part of an office team
- Flexibility and adaptability in a dynamic church environment

Preferred Attributes: desirable, but not required

- Prior administrative/bookkeeping experience (especially with church or nonprofit)
- Familiarity with church management software and finance
- Familiarity with the Spanish language

We are looking for someone who values teamwork, communicates well, and supports the mission and values of our church. If you are organized, personable, and passionate about serving in a faith-based community, we encourage you to apply.

To Apply:

Please send your resume, a brief cover letter, and three references to - **Personnel Committee, Lancaster Church of the Brethren, 1601 Sunset Ave. Lancaster, PA 17601** -or-

kmcreighton00@gmail.com