

FINANCIAL SECRETARY
(Part-time 15-20 hrs/wk)

Presbytery of Lake Huron
Saginaw, MI

About the Presbytery of Lake Huron

The Presbytery of Lake Huron is a regional body of the Presbyterian Church (U.S.A.), serving the mission and leadership of forty-eight churches in mid-Michigan.

Description

The Financial Secretary is the principal financial staff person for the presbytery. Responsibilities include accounting, budgeting, and financial analysis and reporting; management of accounts receivable and payable; resourcing the Board of Trustees and other committees as needed; and performing limited personnel and educational functions. As part of a ministry team consisting of one full-time and four part-time employees, the person should have strong communication and interpersonal skills and have a Christian faith compatible with the Presbyterian Church (U.S.A.).

Qualifications

1. Accounting and budgeting knowledge. A bachelor's degree in accounting or related field preferred.
2. Bookkeeping skills
3. Computer proficiency in accounting software programs and spreadsheets (familiarity with Shelby software a plus)
4. Strong communication skills, including proficiency in Microsoft Word and Office.
5. Demonstrable Christian faith compatible with the Presbyterian Church (U.S.A.)
6. Must be bondable, have good credit, have no felony convictions and willingly submit to background checks to verify the above.

Compensation

\$17.50-19.75/hr DOE. Flexible office hours. Generous holiday and vacation benefits.

The Presbytery of Lake Huron is an Equal Opportunity Employer.

Candidates should submit their resume by January 6, 2017 and supplemental materials by January 9 to Dan Saperstein, Executive Presbyter (dsaperstein@presbylh.org).