

VACANCY ANNOUNCEMENT

Administrative Assistant

Overview

This position provides administrative support to the Brotherhood of St. Andrew (BoSA) and the Southern Tier Congregations (STC) of the Episcopal Diocese of Kentucky. Major duties include performing bookkeeping and accounting tasks using QuickBooks and ACS financial software. (ACS software training will be provided); receiving and responding to routine inquiries from supported church/BoSA members, officials and the public; establishing and maintaining a variety of paper and electronic files; using Word software to prepare bulletins and other routine documents. Employee's religious affiliation is immaterial; however, sensitivity to the identity and mission of the Episcopal Church, the supported congregations, and BoSA is essential.

The responsibilities listed above are representative of the job, but may change from time to time, and are not intended to be all-inclusive. Applicants must undergo a background check and comply with the *Safeguarding God's People* training upon employment.

Who May Apply: U.S Citizens and others who may legally work within the U.S. Proof of employment eligibility will be required if selected for the position.

Applications accepted: Open until Filled

Hours of Work: 40 hrs/wk. with some flexibility of schedule. PTO. Position is covered by FLSA

Competitive pay with benefits.

Location: Louisville is the central job location although travel (within 50 miles) to other locations in support of work is expected. Some tasks may be able to be done remotely.

Job Requirements

- High School or GED.
- Strong accounting experience and bookkeeping skills required; business school or related preferred.
- Knowledge of grammar, punctuation, mathematics in order to perform assigned tasks with accuracy.
- Knowledge of word processing software, especially Word, to prepare a variety of documents.
- Ability to communicate effectively, both orally and in writing, with a wide variety of individuals.
- Uses tact, diplomacy, and judgment in representing the BoSA and the congregations.
- Excellent organizational skills and ability to manage workload of supported churches and BoSA.
- Ability to maintain confidentiality of communications and files at all times.

How to Apply

Email letter of interest and resume to stc.edky@gmail.com or mail to the following address: Human Resources, P. O. Box 8101, Louisville, KY 40257. Applications must state applicant's eligibility for employment (U.S. citizen or employment authorization). Must briefly describe work/ volunteer experience and its relevance to the position. Application must include references and contact information including address, phone number, and email address.

An Equal Opportunity Employer